

JOB DESCRIPTION			
Job title	Associate Director – Emerging Technology and Industry Practice	Department	Ada Lovelace Institute
Job holder		Reports to	Director, Ada Lovelace Institute
Job type	Permanent, full time.	Date updated:	March 2025
Job aim	To define, implement and oversee Ada’s research strategy exploring how to embed consideration of people and society into the design and deployment of emerging technologies.		
Resources & organisation relationships	This role is a member of Ada’s Senior Leadership Team and manages approximately 4 direct reports (and a team of approximately 8 people).		
Responsibilities , Including but not limited to:			
1.	<i>Directorate management and senior leadership</i>		
	<ul style="list-style-type: none"> • Lead the Emerging Technology & Industry Practice Directorate, developing and refining a comprehensive strategy for how to embed consideration of people and society into the design and deployment of emerging technologies. • Develop, oversee and execute research projects on the societal and individual impacts of emerging technologies and industry practices, including in both short-term/responsive and long-term/proactive contexts. • Work with relevant colleagues to help shape how we inform and influence public policy, regulatory initiatives, and legislative debates on emerging technologies and industry practices. • Work closely with the Director and Senior Leadership Team (SLT), to think strategically about Ada’s research portfolio, policy positioning, reputation, impact, growth, sustainability and the effective operation of the organisation. • Own and be accountable for the Directorate budget, ensuring responsible adherence to the budget, participating in monthly, quarterly and annual forecasting and accounting with the support of the Director, Head of Operations and Finance team • Support the Director in executing their responsibilities related to governance, fundraising, staff management, Board reporting and financial and strategic management. 		

2.	<i>Evaluate and understand industry practices and the societal impacts of AI technologies</i>
	<ul style="list-style-type: none"> • Develop and implement Ada’s research strategy with a view to identifying opportunities to: <ul style="list-style-type: none"> ○ Engage with impacted communities to evaluate the impacts of emerging technologies, and to encourage and support their participation in AI governance ○ Inform industry practice, by strategically communicating Ada’s research and public engagement outputs and activities to key stakeholders, educating and socialising them to the substance, issues and recommendations. ○ Shaping direction of evaluations and impact-based assessments for AI ○ Inform and direct policy, by looking for opportunities to influence the approaches of policymakers and public sector actors and working closely with the respective SLT colleagues to address policy needs with research and public engagement. ○ Implement policy, by identifying existing good practices or policies that technology developers and regulators can enact in their practice • Oversee the cultivation of a strong industry and policy presence for the Ada Lovelace Institute, monitoring key developments, building strategic relationships with decision-makers and impacted communities. • Oversee the development of a strong and rigorous research portfolio designed to build evidence related to industry practice, including best practices with respect to ethical, responsible and accountable technology development.
3.	<i>Research governance</i>
	<ul style="list-style-type: none"> • Oversee the directorate research team in developing and executing research that adheres to a high standard of ethics, rigor, and validity. • Lead horizon-scanning exercises to explore emerging technology areas and their potential societal implications, to ensure Ada, policymakers, and the public stay ahead of developing issues in data and AI • Oversee the ideation, execution, and publication of research reports exploring emerging technologies and industry practice. • Provide regular feedback at different stages of Ada research, including ideation and drafting.
4.	<i>Management of policy and research partners</i>
	<ul style="list-style-type: none"> • Where required, manage relationship with AHRC’s BRAID Programme, identifying opportunities for collaboration and co-creation of research exploring how to embed responsible AI practices in the tech sector. • Work collaboratively with funding and research teams across the Nuffield Foundation to advise on AI and data-related projects

	<ul style="list-style-type: none"> Act as a primary point of contact for partners on Directorate research projects, including industry organisations, government agencies, and others.
5.	<i>External representation, stakeholder engagement, and impact</i>
	<ul style="list-style-type: none"> Act as an authoritative, persuasive and measured expert on emerging technologies, industry practices, and emerging tech markets, representing the Ada Lovelace Institute publicly at research conferences, policy fora, events, parliamentary committees and in the media. Regularly meet and brief industry, government, community, and policy stakeholders on key findings from Ada research. Contribute to the development of research design, communications and impact planning and delivery, to meet organisational objectives, by: <ul style="list-style-type: none"> Working with researchers in your Directorate and Communications and Impact colleagues to ensure research is created, developed and shaped for external audiences in ways that meet strategic objectives for the organisation, Directorate, and individual projects (as applicable). Working with researchers in your Directorate and impact colleagues to ensure evidence is collected for impact storytelling, to support institutional positioning, fundraising and organisational development.
6.	<i>Resource and people management</i>
	<ul style="list-style-type: none"> Identify and scope the resources, conditions and partnerships necessary for executing research and policy engagement objectives, and work with the Director to build these into Ada's financial and strategic planning Foster strong bilateral relationships with each of the other Associate Directors, to ensure productive and joined-up approaches to resource management and strategic planning. Oversee communications, public participation and research practice staff to deliver the impact and research practice strategy, as part of the broader Ada organisational strategy. Manage up to four senior researchers and/or leads, including providing direct line management, day-to-day supervision, pastoral care, performance management and training support.
Other	
	<p>The Ada Lovelace team is small and flexible. The above list of key responsibilities (and associated activities) is not exhaustive, and may evolve over time. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</p>

Person specification	Essential or Desirable
Experience	
Experience in managing high-performing multidisciplinary research teams with a mixture of accountability, care, and respect.	E
Experience overseeing the execution of multiple multidisciplinary research projects to a high standard of ethics and rigour.	E
Proven track record in translating applied research into tangible policy or practice impact.	E
A deep network of contacts in the technology industry (required), civil society, funding, research, and/or government communities working on responsible AI and governance issues.	E
Experience influencing and informing policy through work with think tanks, public sector bodies, the private sector or non-profits.	D
Knowledge and Skills	
A conceptual and/or technical understanding of AI technologies and recent advances to have enough understanding to be credible when engaging with experts, and enough sense of the state of the science and industry to be able to understand the right questions to interrogate in research.	E
Confident public speaker and able to engage with a wide range of publics, policy actors and private sector stakeholders.	E
Organisational and relationship-management skills to manage around 5-8 research projects in a year, each ranging from 6 month to 1.5 year in length.	E
Expertise on AI and data governance, ethics, regulation, policy issues, and responsible AI practices.	E
Experience of managing relationships with key funders and leading on fundraising strategies would be highly desirable.	D
Personal Qualities	
Impact-oriented manager comfortable aligning a research team around shared objectives, goals, and ways of working.	E
Capable of building strategic relationships to advance responsible technology development.	E
A compelling, expert and charismatic spokesperson and representative for Ada, our vision and values.	E



A strong commitment to EDI and anti-oppression practices in their research and managerial style, with appreciation for interdisciplinary and collaborative working with people from a range of backgrounds, expertise and experience.	E
Highly motivated to work as part of a skilled, caring, and expert senior leadership team to provide overall collective leadership for Ada.	E