JOB DESCRIPTION			
Job title	**Policy Researcher (UK Public Policy)**	**Department**	**Ada Lovelace Institute**
Job holder	Vacant	**Reports to**	UK Public Policy Lead
Job type	Full time, 2 year FTC	**Date created**	August 2025
Job aim	To provide tailored research support across a range of Ada's UK policy projects. The role will be based in Ada's Law and Policy Directorate, which considers how the interests of people and society are met by AI governance, including regulations, assurance and standards. This position will work collaboratively across the organisation.		

Key responsibilities: *Including but not limited to*

1. Researching and drafting

- Conduct in-depth desk research, gathering information and analysing data across a variety of disciplines (including legislation, policy documents, government white papers, consultation responses, academic literature, primary research, official data sets etc.)
- Support primary research (qualitative) and public deliberation
- Draft clear, concise and well-evidenced papers, reports, policy briefs, discussion papers and consultation submissions
- Monitor parliamentary debates, policy announcements and regulatory updates
- Organise meetings and workshops
- Draft and produce presentations and other media pieces
- Following established research ethics practices and procedures for data collection
- Ensure the accuracy of factual statements made in all documents. Provide internal copy editing and proof-reading
- Develop policy and practice recommendations

2. Communication and external relations

- Attend external engagements (including meetings, roundtables, and events with policymakers) on behalf of the Institute, for the purpose of keeping up to date with developments relating to potential, current and previous work and wider issues in the field of AI.
- Develop working relationships with organisations and individuals relevant to Ada's work
- Assist with organisation and effective delivery of communications and engagement activities.
- Take on opportunities to present Ada's work at events and meetings

3. Other	
	- Conduct daily monitoring to stay abreast of latest AI and policy developments, and share proactively with relevant team members - Working with the comms and content team to define communications strategy and see outputs through from inception to publication - Engage with and support other projects across the Institute, including working with the Emerging Technology and Industry Practice (ETIP); Society, Justice and Public Services (SJPS) and Communications teams - Contribute to the culture and community of the Institute - The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person specification	Essential (E) or Desirable (D)
Experience	
Excellent generalist qualitative or quantitative research experience, with some domain experience pertaining to the focus of the role	E
Experience of working in a public, academic or industry environment, such as government agencies, think tanks or learned societies; or experience in tech companies or consultancies	E
Experience in policy research or legal analysis, ideally with a particular focus on the UK tech sector	E
Experience of writing on complex topics for a general audience	D
Experience in setting up research collaborations involving multiple stakeholders (including policymakers, regulators, civil society or industry representatives)	D
Experience with research planning and coordination, working with committees or working groups	D
Abilities, Knowledge and Skills	
A demonstrable interest in issues of AI and data ethics, responsible research and innovation and wider policy	E
An understanding of the kinds of societal impacts and methodological challenges that AI research can raise	E

Knowledge of UK policy-making processes, including government consultations, regulatory frameworks and the role of Parliament	E
Excellent project management/planning and time management skills, with experience of following project management processes, using project management tools and methods to set and achieve project milestones	E
Ability to communicate to a wide and diverse range of audiences, including editorial and synthesis abilities	E
Ability to think strategically about how research can have impact on policy and/or practice of key stakeholders	E
Workshop organisation and facilitation skills	D
Personal Qualities	
Works collaboratively with other teammates, including fellow researchers and members of cross-functional teams like comms, policy, public affairs and operations.	E
Regularly updates management and team on their work milestones, progress, and reaches out proactively to address any challenges or problems they may encounter	E
Regularly seeks constructive feedback from other team members	E
A commitment to equality, diversity and inclusion	E
Strategic and tactical thinker, with a good antenna for impact, able to spot opportunities, gaps and positioning	E
The ability to communicate research clearly	E
Ability to build relationships and work with a diverse range of stakeholders in a collaborative way, making sure to treat all partners with respect and being highly communicative and responsive to partner needs	E