INTERIM PROGRAMME MANAGER – DATA ETHICS – NUFFIELD FOUNDATION

SUMMARY

Contract: Fixed Term Contract circa 12 months
Location: 28 Bedford Square, London
Hours: 35 per week
Salary – up to £40,000 per annum + (depending on experience)

The Nuffield Foundation has recently announced its intention to establish a new organisation to consider the social and ethical issues arising from data use, with a working title of a ‘Convention on Data Ethics’. Across five years the ambition for the Convention is to be a leading independent deliberative body representing the interests of society in debates on ethical data use; to promote and support a common set of data practices that are deserving of public trust; and to convene disparate communities to develop a shared terminology for data ethics. It will address one of the most pressing issues facing society: how to ensure that the transformative power of data is used and harnessed in ways that maximise social wellbeing through the conscious development of approaches that are understandable, challengeable, auditable and accountable.

The Foundation is working with a number of institutions who share our desire to promote the use of data and associated automated technologies such as Artificial Intelligence in ways that promote social wellbeing, while protecting against harms. Our advisory partners include the British Academy, Omidyar Network, Royal Society, the Alan Turing Institute, Royal Statistical Society, TechUK and Wellcome Trust.

We are seeking a programme manager to support the scoping, development and early activities of this new organisation. This individual will have an important role in helping to shape and build the new body from its inception. The successful applicant will be engaged and familiar with issues arising from technological innovation and data use. They will have knowledge related to these topics developed through research, academic study or practical use, combined with a desire to ensure these technologies are developed for the common good. This is an opportunity for someone to develop their career through their ability to work proactively, diligently and collaboratively to give the project momentum. The role is initially offered on an interim one-year basis during the development phase of the Convention; however, there may be potential for a permanent role as more established structures are put in place.

About the Nuffield Foundation

The Nuffield Foundation funds research, analysis, and student programmes that advance educational opportunity and social well-being across the United Kingdom. Established in 1943 by Lord Nuffield, the founder of Morris Motors, the Foundation has an asset base of c £400 million.

Our strength lies in our financial and intellectual independence, and in our commitment to evidence and rigorous analysis which connects the perspectives of academics, policymakers and those working in professional practice. This independence gives us the freedom to step back and tackle the larger questions in social policy.

We want to improve people’s lives, and their ability to participate in society, by understanding the social and economic factors that affect their chances in life. The research we fund through our core grants aims to improve the design and operation of social policy, particularly in Education, Welfare, and Justice. Our student programmes provide opportunities for young people, particularly those from disadvantaged backgrounds, to develop skills and confidence in quantitative and scientific...
methods. At a time when public trust in evidence is increasingly called into question, we also have a responsibility to demonstrate how the research we fund is relevant to people’s daily experiences.

This is an exciting time to join the foundation. Under a new Chief Executive, the Nuffield Foundation has launched a five-year strategy, which includes an additional £20 million research funding, Fellowship programme and other new initiatives including the data ethics programme.

**Responsibilities:**

The interim programme manager will support the Nuffield Foundation’s Programme Head of Justice, Rights and Digital Society (Imogen Parker) to scope and establish this organisation. Responsibilities will include:

- Develop and maintain Nuffield’s presence & reputation on relevant data/digital developments: keep abreast of key developments in data ethics landscape; attend meetings and events and engage with key issues.
- Develop and coordinate work plans across the development phase of the Convention; including plans for individual project work. This will require liaising with senior individuals in other organisations, consultants and key stakeholders (including government and regulators).
- Manage individual projects. This might require reviewing, scoping and commissioning projects including landscape mapping and horizon scanning of good practice or current institutional interests in data ethics alongside key actors.
- Refine organisational structure & governance arrangements for the Convention: review possible models from other sectors and countries; refine remit/terms of reference and membership of governing/oversight body, council and support staff.
- Communications and relationship management: map and maintain stakeholder lists, develop and maintain core communications material, including presentations and speeches, and designing events where appropriate.
- Provide initial secretariat support to key governance groups including an interim advisory board, Convention members and, over time, a possible governing board.
- Support in developing and managing relevant research grants in the Nuffield Foundation's Research portfolio.

**Person spec:**

**Essential**

- Educated to degree level (essential) and ideally with a masters/doctorate or equivalent professional experience;
- Demonstrable interest in the social implications of digital technologies, algorithms, machine learning; experience of digital technologies, or data ethics (or related fields including amongst others law, regulation, innovation, digital delivery, policy)
- Authority and confidence to work independently. Candidate must be able to take ownership and responsibility of tasks, work at pace, and where appropriate represent the Foundation in meetings.
- Excellent oral and written communications skills, with the ability to tailor communications to different audiences.
- Experience of working with multi-stakeholder groups or networks (essential); stakeholder management (desirable).
An effective project/programme manager: proactive, organised, sets and manages priorities, develops work/business plans. collaborative, adaptable, pragmatic, works to budget.

Desirable

- Experience undertaking project research or reporting at pace (highly desirable)
- Experience of organisational start-ups, managing networks or communities, or influencing (highly desirable)
- Procurement/commissioning skills (highly desirable)
- Experience of web development/management (desirable)
- Ability to produce engaging visual content and/or data visualisations (desirable).
- Formal training in APM, MSP, Prince 2 or equivalent

Salary

We expect to appoint this role at up to £40,000 per annum + (depending on experience/seniority). There is potential to appoint above this for an exceptional candidate.

Application process

Interviews for this role are expected to be held on Friday 15 or Monday 18 December at the Nuffield Foundation.

To apply for this position please send the following to recruitment@nuffieldfoundation.org by midday on Thursday 7th December:

- CV, including two named referees, stating your relationship to them. These will not be contacted without your consent.
- Covering letter which outlines how your experience makes you the right candidate for this role, and briefly outlines 2-3 key issues you think a new organisation concerned with Data Ethics should address.
- Optional: You may also include an example of or link to any written work or outputs (including blog; publication etc).

NO AGENCIES