

JOB DESCRIPTION			
Job title	Head of Research	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Director, Ada Lovelace Institute
Job type	Permanent, fixed term and secondments will all be considered	Date created/amended	October 2019
Job aim	<i>To develop and shape Ada's research strategy, and scope, commission and review research activities</i>		
Resources & organisation relationships	<i>Subject to strategic review. As at October 2019, it is envisaged that this role will have one direct report and an operational budget of £150,000 per annum, but this is likely to increase. The role will report directly to Ada's Director.</i>		
Responsibilities , Including but not limited to:			
1.	<i>Strategic management</i>		
	<ul style="list-style-type: none"> • Work collaboratively with the Ada management team to define, develop and refine Ada's organisational strategy and vision, providing expert advice to the team as to how research can be used to achieve Ada's strategic aims. • Provide advice on how Ada can draw from, synthesise and repackage existing research to achieve its strategic aims. • Support the Director in executing their responsibilities related to staff management, Board reporting and financial and strategic management. 		
2.	<i>Resource and people management</i>		
	<ul style="list-style-type: none"> ▪ Identify and scope the resources, conditions and partnerships necessary for executing research objectives, and work with the Director to build these into Ada's financial and strategic planning, managing the Research budget and fulfilling reporting functions. ▪ Manage staff assigned to the Research Team, including providing direct line management and day-to-day supervision. 		
3.	<i>Research design and management</i>		
	<ul style="list-style-type: none"> ▪ Review, scope and commission research activities in line with Ada's strategy, integrating all research activities into policy, public engagement and communications functions. ▪ Develop relationships with external partners and networks, looking for opportunity to capitalize on, synthesise, build on or communicate others' research in this field. ▪ Ensure that the organization stays abreast of developments in, and builds credibility in, the data/AI/ethics space. 		
4.	<i>Programme Leadership</i>		

	<ul style="list-style-type: none"> ▪ Oversee and project manage ad hoc programmes of work as agreed with the Senior Management Team, coordinating staff from across teams, keeping abreast of timelines, ensuring lines of reporting are clearly established, ensuring project objectives and milestones are met or revised where necessary. ▪ Oversee reporting and evaluation of programme activities.
5.	<i>Communication and integration</i>
	<ul style="list-style-type: none"> ▪ Work with the Senior Management Team and Nuffield's Communications Team to ensure strategic communication of research priorities and activities, and ensure that they inform, respond to and connect with policy, strategy and research objectives. ▪ Represent the Ada Lovelace Institute publicly at conferences and meetings.
Other	
	The Ada Lovelace team will be 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.
	The Ada Lovelace Institute is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

Person specification	Essential (E) or Desirable (D)
Experience	
Understanding and demonstrable expertise in designing and undertaking inter-disciplinary research	E
Communication of research outcomes to a variety of audiences, including policy audiences or the public	E
Project management of academic research projects with multiple moving parts	E
Building networks of researchers and experts across disciplines	E
Line management experience	E
Knowledge and Skills	
Critically analyse and assess the validity, rigour, importance and impact of existing and potential research, with a view to strategic research design and implementation	E
Communication of research to non-academic audiences	E
Background in science and technology studies, computer engineering, data governance and information law, or ethics	D
Personal Qualities	
Enthusiastic and agile team player who takes initiative and can work independently	E