

JOB DESCRIPTION			
Job title	Public Policy Lead, UK	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Associate Director, Data Law & Policy
Job type	Permanent	Date created/amended	August 2022
Job aim	To lead responsive policy research and engagement to influence law and policy related to data and AI, as part of Ada’s mission to ensure data and AI work for people and society. This will include monitoring the policy landscape, engage with senior stakeholders and undertake research, convening and commissioning.		
Key responsibilities: Including but not limited to			
1. Responsive policy research (50%)			
	<ul style="list-style-type: none">▪ Work with the Associate Director for Data Law and Policy and the Ada Senior Leadership team to develop, define and refine Ada’s policy interventions.▪ Conduct responsive research, analysis and translation on key policy issues, for policy audiences.▪ Lead Ada’s work on specific interventions in response to policy consultations, strategies and legislation, which might include running events, workshops, expert deliberations, policy sprints, drafting commentary or responses, or policy research projects.▪ Where appropriate, identify and manage partnerships and coalitions with civil society organisations, academic bodies, government agencies and industry around policy issues.▪ Oversee Ada’s consultation responses, with research and public affairs input.		
2. Building policy expertise within the organisation (15%)			
	<ul style="list-style-type: none">• Chair the policy and public affairs unit in Ada, comprised of the European Public Policy Lead, public affairs and comms colleagues.• Develop connected approaches and effective relationships with public affairs and comms and impact to identify opportunities to mobilise our research and engage with policy makers and regulators.• Grow understanding within Ada about emerging legislation and policy within the UK through monitoring, briefings and liaising with subject research leads.		
3. Strategic engagement, networking and communications (30%)			
	<ul style="list-style-type: none">▪ Map, build and maintain relationships with key decision-makers in UK Government departments (DCMS, CDEI, CDDO Cabinet Office, GDS), key regulators, and where appropriate political actors.▪ Exercise thought leadership and speak publicly to represent Ada in private and public forums▪ Identify and develop strategic working relationships with organisations and individuals relevant to the work of the Institute.▪ Work with the comms and impact team to deliver a range of engagement and communications strategies and see outputs through from inception to post-publication engagement and influencing		

	<ul style="list-style-type: none"> Document and evaluate the impact of policy influencing, and identify lessons for strategy development and wider team.
4. Resource and people management (5%)	
	<ul style="list-style-type: none"> Occasionally oversee the work of researchers, external collaborators, and consultants. Potential for line management responsibilities as policy work grows.

Person specification	Essential (E) or Desirable (D)
Role Related Skills and Experience	

Experience of policy development or analysis.	E
Experience working on issues of data, technology and AI policy and/or its impact on society.	E
Excellent editorial, synthesis and analysis skills.	E
Experience working in a policy environment (Government agencies, regulators, public sector, independent bodies, political parties) or experience influencing policy or law (from industry, charitable or civil society organisations, international non-governmental organisations (NGOs), think tanks or learned societies).	E
Clear and persuasive communications, written and spoken.	E
Experience of writing on complex topics for different audiences, including general ones.	D
Experience doing policy or legal analysis, fieldwork, research or data collection at the intersection of technology and society.	D
A relevant degree in policy, politics, economics, public administration, law, technology or adjacent fields; or substantial professional experience.	D
Leadership and People Management	
Ability to work with a diverse range of stakeholders.	E
Excellent project management.	E
Ability to produce and execute an ambitious but achievable agenda with high impact.	E
Capacity to manage people, relationships and networks efficiently and with care.	E
Experience in setting up collaborations involving multiple stakeholders.	D
Experience with project or advocacy planning and coordination.	D
Personal Qualities	
A willingness to continually learn and immerse oneself in the issues raised by the use of data and AI.	E
A keen and demonstrable interest in issues of social, public and tech policy; AI and data ethics; responsible research and innovation; and wider tech policy issues.	E
A commitment to equity, diversity and inclusion; a commitment to social and racial justice.	E
Strategic and tactical thinking, with a good political antenna, able to spot opportunities, gaps and positioning, weighing short-term and long-term ambitions for the organisation.	E
Flexible and creative, able to think outside the box.	E
Ability to speak with a non-partisan voice, reflecting Ada's commitment to independence, diversity, pluralistic and evidence-based positions.	E

Comfort working at pace and with a large degree of independence.	E
A collaborative approach to research and thinking, and a good team player.	E
A supportive people manager and teammate.	E

A day in the life of a Senior role at Ada

Most of the team are online by 9.30, but some prefer to start early and finish early. We do not believe in strict adherence to working hours and prioritise productivity over clock-watching. We generally start the day by checking in on Microsoft Teams and letting our colleagues know what the day ahead holds.

Every day will be different, and you will probably spend about half of your day in meetings or on calls – doing outreach and sharing information with stakeholders such as DCMS, peer organisations like Understanding Patient Data, or academics and researchers; coordinating external consultants, commissioned researchers or Working Groups; interviewing data scientists or policy people for research, or speaking to the occasional journalist.

You'll have a weekly check-in with your line manager and any direct reports, and other members of Ada's Senior Leadership Team. And you might be asked to join an all-Ada call to develop strategy on a new Government policy, feedback on designs for the new website, or discuss organisational policy. Once a week you'll lead the Policy and Public Affairs unit, to monitor and triage key developments arising. That might trigger discussions with researchers leading domain work, feedback to the full team at the weekly all-hands meetings, or a new project. You'll have regular interactions with our Comms team, keeping them abreast of work underway, collaborating on influencing strategy for a forthcoming output, or working together on an output.

The other half of your day you'll spend reading and writing. It might be that you're writing commentary on a draft data strategy, finalising an output on the AI Strategy, running workshops to develop analysis and policy lines, or drafting a briefing to share with parliamentarians. You'll spend some time reading recent news articles, dipping into Twitter and catching up on important policy literature and commentary in our field.

You might wrap up the day by doing some thinking – about new projects Ada should conceive, new funding opportunities, or new partnerships we might pursue. Occasionally there might be evening events to attend.

Each week we have short social check-ins and check-outs, 4 paid reading weeks a year where we can get off-screen and do some deeper reflection, reading and writing.