

JOB DESCRIPTION			
Job title	Public Policy Lead, UK	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Associate Director, Data Law & Policy
Job type	Full-time, one-year fixed term, with possibility of extension	Date created/amended	July 2024
Job aim	To lead responsive policy research and engagement to influence law and policy related to data and AI (with a particular focus on AI governance), as part of Ada’s mission to ensure data and AI work for people and society. This will include monitoring the policy landscape, design our UK policy strategy, engage with senior stakeholders and undertake research, convening and commissioning.		
Key responsibilities: Including but not limited to			
1. Responsive policy research and oversight (40%)			
	<ul style="list-style-type: none">▪ Work with the Ada senior leadership team and other Leads to develop, define and refine Ada’s policy interventions (taking a lead on UK AI governance issues).▪ Conduct responsive research, analysis and translation on key policy issues, for policy audiences, and manage commissioned research projects delivered by third parties.▪ 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.▪ Advise Ada researchers in other directorates on policy implications of their work and how to maximise impact with policymakers.		
2. Strategic planning, engagement, networking and communications (40%)			
	<ul style="list-style-type: none">▪ Work with the Ada senior leadership team and other Leads to plan Ada’s UK policy strategy, and contribute to organisation-level strategy development.▪ Map, build and maintain relationships with key decision-makers in UK Government departments (DSIT, HMT, HO), key regulators and, where appropriate, political actors.▪ Exercise thought leadership and speak publicly to represent Ada in private and public forums, deputising for Associate Directors where appropriate.▪ Identify and develop strategic working relationships with organisations and individuals relevant to the work of Ada, including where appropriate, partnerships and coalitions with civil society organisations, academic bodies, government agencies and industry around policy issues.▪ Work with the communications and impact team to deliver a range of engagement and communications strategies and see outputs through from inception to post-publication engagement and influencing.▪ Document and evaluate the impact of policy influencing, and identify lessons for strategy development and wider team.		

3. Building policy expertise within the organisation (10%)

- Chair regular policy strategy workshops and check-ins, comprising policy, public affairs and communications colleagues across Ada.
- Develop connected approaches and effective relationships with public affairs and communications 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.

4. Resource and people management (10%)

- Line management responsibility for a Researcher.
- Occasionally oversee the work of researchers, external collaborators, and consultants.

Person specification

Essential (E)
or Desirable
(D)

Role Related Skills and Experience	
Experience of policy development and 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 supporting design and planning of policy/influencing strategy.	E
Experience of working on AI governance/regulatory policy (any jurisdiction).	D
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
Leadership and People Management	
Ability to work with a diverse range of stakeholders.	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 of line management.	E
Experience in setting up and maintaining collaborations involving multiple stakeholders.	D
Experience with project or advocacy management, planning and coordination.	D
Personal Qualities	
A willingness to continually learn and immerse oneself in the issues raised by using data and AI.	E
A keen and demonstrable interest in issues of social, public and tech policy; AI governance and regulation; AI and data ethics; responsible research and innovation; and wider tech policy issues.	E
A commitment to equity, diversity and inclusion, and to addressing structural inequalities and injustice	E
Approaches research and project management in an organised and structured way	

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
Comfortable working at pace and with a large degree of independence.	E
A collaborative approach to research and thinking.	E
A caring, mentoring and coaching approach to people management	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 over chat 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 DSIT, peer organisations, 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. You might be asked to join or lead a call comprising policy and comms colleagues 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 our policy strategy check-in or longer strategy session, 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 communications 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 UK's approach to AI regulation, 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 social media 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.