



Candidate Briefing Document

AI Policy Lead (INNOVATE+ Project)

Ref: 044006

October 2026



Job Description

POST TITLE:

AI Policy Lead (Innovate+ Project)

DEPARTMENT:

School of Computing, Engineering and Intelligent Systems

GRADE:

Grade 8 (£49,798 per annum)

RESPONSIBLE TO:

Principal Investigator

CAMPUS:

Derry~Londonderry

Full-Time, Fixed-Term until 30th June 2029

**JOB PURPOSE**

INNOVATE+ is a four-year cross-border project funded through the PEACEPLUS Programme and managed by the Special EU Programmes Body (SEUPB). It is supported by the European Union, the UK Government, the Northern Ireland Executive and the Irish Government. The project supports small and medium-sized businesses across Northern Ireland and the border counties to strengthen competitiveness, improve sustainability and plan for the future.

Job Purpose

We are seeking an experienced and motivated AI Policy Lead to support the responsible, ethical and trustworthy adoption of Artificial Intelligence (AI) by SMEs across the INNOVATE+ project.

The postholder will be part of a dynamic project team with responsibility for promoting the responsible, ethical and trustworthy adoption of artificial intelligence by SMEs. This includes advising on ethical considerations in AI design, implementation and use; developing practical guidance and policy recommendations; promoting responsible AI adoption in line with emerging legislation, regulatory frameworks and industry best practice; and supporting businesses to maximise the benefits of AI while managing associated risks.

The ideal candidate will have an in-depth understanding of AI technologies, together with a strong foundation in AI ethics, governance, public policy and regulatory frameworks. They will be capable of identifying the potential ethical, legal and societal implications of AI adoption, while developing and advocating practical policies, guidance and strategies that support responsible innovation and build organisational capability.

Ultimately, the AI Policy Lead will play a critical role in helping businesses navigate the evolving AI landscape, adopting the responsible use of AI technologies and building trust in AI-driven innovation across the SME sector.

MAIN DUTIES

1. AI Policy, Governance and Responsible Innovation

- Lead the development and implementation of practical AI ethics, governance and policy frameworks that support the responsible adoption of AI by SMEs participating in the INNOVATE+ project.
- Provide expert advice on the ethical, legal and regulatory implications of AI technologies, ensuring alignment with relevant legislation, standards and best practice.
- Review AI use cases to identify potential risks relating to bias, transparency, accountability, privacy and security, recommending appropriate mitigation measures.
- Develop project guidance and resources that promote trustworthy, human-centred and responsible AI adoption.
- Monitor emerging developments in AI technologies, governance and regulation, assessing their relevance to SMEs and the project.

2. Stakeholder Engagement and Knowledge Exchange

- Work collaboratively with project partners, SMEs and external stakeholders to embed responsible AI principles throughout project activities.
- Build effective relationships with businesses, policymakers and industry representatives, providing trusted advice on AI ethics and governance.
- Design and deliver workshops and awareness activities that improve understanding of responsible AI, governance and regulatory compliance.
- Communicate complex AI policy and governance issues clearly to technical and non-technical audiences.
- Contribute to project communications, publications and policy recommendations that promote responsible AI adoption.

3. Project Delivery and Continuous Improvement

- Monitor the implementation of AI governance activities and contribute to the continuous improvement of project policies and guidance.
- Develop appropriate measures and reports to evaluate the effectiveness of AI ethics and governance activities.
- Identify emerging ethical, legal and reputational risks and recommend practical mitigation strategies.
- Support the successful delivery of project objectives in line with funding requirements and project governance.

4. General Responsibilities

- Demonstrate a professional and proactive approach to the responsibilities of the post, maintaining high standards of integrity and continuous professional development.
- Travel regionally, nationally and internationally as required.
- Undertake any other duties commensurate with the grade and nature of the post.

At Ulster University, sustainability shapes how we work, make decisions, and support our communities.

All colleagues are expected to:

- Consider the environmental and social impact of their work.
- Reduce waste and carbon and use resources responsibly.
- Champion responsible and sustainable behaviours.
- Seek opportunities to improve and embed sustainable practices.

Together, we're building a more sustainable and resilient future.

All staff in the University have a responsibility to comply with the University's **Equal Opportunities Policy** and **Health and Safety Policy**.

Line Managers have particular responsibility for ensuring compliance with these Policies within their own area.

The University is committed to developing all employees and operates a **Developmental Appraisal Review (DAR)** which is mandatory.

You will be required to meet with your manager at least once every two years as part of the DAR process.

If you have line management responsibility for other staff, you will be required to conduct a DAR meeting with your staff at least once every two years.

Personnel Specification

ESSENTIAL SELECTION CRITERIA The tick indicates whether the essential criteria is to be assessed at application or interview stage. All essential criteria under Interpersonal Skills will be assessed at interview stage.		Evaluation Method	
		Application	Interview
Education and Professional Qualifications	Undergraduate degree in a relevant discipline (e.g. law, public policy, ethics, computer science, AI/Data Science or a related field).	✓	
Previous Experience and Training	Significant proven experience in developing and implementing policy frameworks, particularly in the technology or data protection realm.	✓	✓
	Strong understanding of ethical considerations and potential risks associated with AI and Digital Technologies.		✓
	Knowledge, understanding and significant experience of applying relevant national and international AI regulations and compliance requirements.		✓
	Evidence of having identified ethical challenges affecting businesses and working with members to identify potential solutions that can be operationalised.	✓	
	Significant experience in facilitating ethical decision-making, managing ethical risks, and promoting ethical AI culture.	✓	
Job Related Achievements	Evidence of analytical and problem-solving skills, with the ability to identify and mitigate risks.	✓	✓
	Proven project management skills and the ability to work independently and as part of a team.	✓	✓
	Evidence of successful engagement with senior business leaders at board and CEO level.	✓	

Interpersonal Skills	Excellent communication and interpersonal skills, with the ability to build relationships and influence diverse stakeholders.		✓
	Able to develop clear and concise written communications including blogs, articles and consultation responses, as well as speaking at public events.		✓
	Have a track record of successful collaboration with cross-functional teams such as product, engineering, and legal to ensure ethical AI practices are implemented.		✓

Other Factors	Willingness to work sometimes outside normal office hours and occasionally at weekends and to represent and promote the INNOVATE+ project at internal and external events at other campuses / partner locations within Northern Ireland, the Republic of Ireland, and occasionally further afield to meet the duties and responsibilities of the post.	✓	
---------------	--	---	--

DESIRABLE CRITERIA	
The desirable criteria below are in ranked order of importance/relevance to the role and may be used in the shortlisting process.	
1.	Professional accredited certifications in AI or Data Privacy.
2.	Postgraduate qualification (e.g. MSc or PhD) in AI and digital ethics, data science or a related field.
3.	Track record in research (grants and publications) in AI and digital ethics and governance.

How to apply

Application is by submission of a completed application form by 23:30 on the stated closing date.

Please click [here](#) to view our vacancies and apply online.

The University will conduct a shortlisting exercise based on the written information you have provided.

The initial shortlisting exercise will be based on the identified criteria from the personnel specification.

It is our policy not to accept CVs as an alternative to completing the University's application form.

We may create a 12-month waiting list for same or similar roles within the Department / Faculty. The University reserves the right to extend the waiting list across the University if required for certain posts.

ulster.ac.uk

