Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details

Faculty/Directorate	Science and Engineering
School/Department	Computing and Mathematics
Team	
Job Title	Research Associate
Grade	7
Hours of Work	35 hours per week
Contract Duration (Perm/Fixed Term)	Fixed Term 12 months
Reports To (Job Title)	Professor
Responsible For (Job Title)	Not applicable

Principal Accountabilities

The main purpose of this role is to contribute to the research and development of the School of Computer Sciences impact and engagement case studies in the field of responsible AI, specifically the impact case study: Building trust in AI: from marginalised communities to cross-government policy / guidance.

The postholder will be accountable for supporting the delivery of a high-quality programme of research impact, knowledge exchange and stakeholder engagement activities across national, regional and international responsible AI initiatives. They will be responsible for the collection, analysis and reporting of qualitative and quantitative evidence to evaluate the adoption, influence and impact of AI governance frameworks, policies and public engagement activities.

The role holder will contribute to the development of a REF2029 impact case study, policy outputs, academic publications and reports, ensuring that evidence is robust, timely and aligned with project objectives and funder requirements. They will build and maintain effective relationships with academic, government, industry, community and SME stakeholders, supporting collaborative projects, workshops, consultations and pilot programmes.

The postholder will contribute to research governance and ethics processes, manage and prioritise their own workload, and may provide guidance and supervision to research assistants and students. They will be expected to exercise initiative and professional judgement in addressing research challenges, identifying opportunities for impact and ensuring the successful delivery of project objectives while enhancing the University's reputation for excellence in responsible and ethical AI governance research and practice.

Key Tasks

Research Activities

Key Tasks and Responsibilities

Support and coordinate a programme of evidence collection and impact development across international, national, regional and SME-focused workstreams in support of impact and engagement case study development

Evaluate the adoption and influence of the UK Government AI Playbook across UK Government departments and international governments through stakeholder interviews and, where approved, anonymous follow-up surveys.

Design, conduct and analyse qualitative and quantitative data collection activities to assess policy adoption, organisational impact and best practice in responsible AI governance.

Gather and document impact evidence, including testimonials and case studies from participants involved in the People's Panel for AI and the People's Charter for AI.

Identify, secure and maintain an auditable log of corroborating evidence for the REF2029 impact case study, including stakeholder testimonials, letters of support, and independently-verifiable usage, reach and survey data, ensuring evidence is robust, attributable and retrievable ahead of internal review points and submission.

Support the drafting, evidencing and iterative editing of REF impact case study narrative (e.g. summary of impact, underpinning research, details of impact) to REF's required structure, word limits and evidencing conventions, working closely with academic leads and the Research Impact and Engagement team.

Support the wider adoption and implementation of the People's Charter for AI and the People's Panel for AI through stakeholder engagement, workshops, webinars and collaborative pilot activities.

Support the work of senior researchers with regional partners to map People's Charter for AI principles to emerging AI governance frameworks, including support for the development and implementation of Greater Manchester AI principles.

Coordinate and evaluate pilot projects with local authorities and public sector organisations to embed responsible and ethical AI practices.

Support the pilot adoption of the Responsible AI SME Charter with small and medium-sized enterprises, including the design, administration and analysis of baseline and follow-up governance surveys.

Monitor, evaluate and report on impact outcomes, producing evidence and insights for funders, policymakers, academic audiences and external stakeholders.

Support knowledge exchange activities, including the organisation of workshops, webinars, stakeholder meetings and dissemination events.

Contribute to the development of academic outputs, policy briefings, white papers and impact reports arising from the programme.

Provide project management and administrative support to ensure the effective delivery of current and emerging impact activities, including a developing international impact strand.

Liaise with academic, government, industry and community stakeholders, maintaining strong relationships and ensuring high-quality engagement throughout the programme.

Support research governance and ethics processes, including the preparation and management of ethics approvals and related documentation.

Plan and prioritise own day to day work and resources to achieve agreed research objectives, leading the work of small teams of research assistants and/or research students as required.

Undertake quality research and detailed analysis, and present findings to appropriate internal and external groups, such as research forums, conferences, or seminars, as required.

Write up results of own research and prepare for presentation to research team and relevant stakeholders.

Use initiative and judgement to develop appropriate techniques in order to facilitate research work and resolve problems affecting the achievement of objectives and deadlines.

Liaison and Networking

Contribute to the dissemination of research findings through journals, conferences and seminars, in order to further the institution's standing in the HE and research community.

Participate in the development of internal and external partnerships and networks in order to disseminate information, share best practice, generate income, establish opportunities for collaborative work, and to enhance the reputation of the University.

Work with partners and external agencies on collaborative projects that benefit both the department and the Faculty.

Service Provision

Keep relevant stakeholders updated on progress, and be responsible for exploring their needs, and acting on feedback, in order to ensure that research delivers against their requirements.

Collaborate with senior academic staff to organise, manage and carry out appropriate research.

Respond to enquiries and requests for information from potential students, academic staff from other HE institutions, and relevant stakeholders, when required.

Proactively and effectively engage with quality assurance procedures to ensure that University standards are upheld.

Teamworking

Actively participate as a member of the research team, providing mutual support to colleagues to achieve successful completion of projects.

Attend Faculty, Department and Programme meetings/boards as appropriate and proactively contribute to decision making.

Special Features

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equality, Diversity and Inclusion Policy.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to use initiative, creativity and judgement to develop appropriate approaches to evidence research impact, further research and scholarly activities	E
		1.2	Demonstrable experience of collecting and analysing qualitative and/or quantitative data from a range of stakeholders using appropriate methods (e.g. interviewing, round tables, surveys).	E
		1.3	Ability to synthesise complex data from different sources and communicate findings orally and via written reports, articles, blogs and social media posts for a range of diverse audiences.	E
		1.4	Ability to communicate and engage well with a wide variety of stakeholders.	E
2	General & Specialist Knowledge	2.1	Possess sufficient breadth or depth of knowledge in the fields of participatory AI and applied AI, and willingness to develop further expertise across the range of topics required to support impact case study development.	E E
		2.2	Knowledge, understanding and practice of impact and engagement in the field of AI and data driven technologies	E
		2.3	Demonstrate experience of public engagement in AI and data driven technologies.	E
		2.4	Proficiency in the use of relevant software packages such as NVivo.	D

		2.5 2.6	Possess sufficient breadth or depth of quantitative and qualitative research methods knowledge to work within an established research team. General understanding of the Research Excellence Framework (REF), specifically around impact and engagement.	E D
3	Education & Training	3.1	Hold, or be undertaking and working towards a doctoral level qualification in the field of AI and evidence of continuous professional development.	E
4	Relevant Experience	4.1	Research experience in the field of participatory AI which should include: • qualitative and quantitative data collection and analysis. • making a demonstrable, independent contribution to projects • preparing written reports of results • co-design or co-production of research with diverse stakeholders • presenting and communicating complex information to a range of audiences, both orally and in writing. • prioritising work independently and as part of a team in order to deliver individual and team objectives.	E
5	Special Requirements	5.1 5.2	The ability to travel with the UK and overseas Willingness to work flexibly around project needs.	E E
Date of Revision			September 2026	