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| Job title                | Research Assistant to <i>Global AI Narratives</i> , Leverhulme Centre for the Future of Intelligence (Part Time (20%) Fixed Term) |
| Grade                    | 5   |
| Salary range             | £26, 243 - £30,395 Pro-rated (at 20%)   |
| Staff Group              | Research  |
| Department / Institution | Leverhulme Centre for the Future of Intelligence, University of Cambridge   |

## Role Summary

The Leverhulme Centre for the Future of Intelligence (CFI) at the University of Cambridge invites applications for a 0.2 FT (7.4 hours per week) Research Assistant to the Templeton World Charity Foundation- and DeepMind-funded project *Global AI Narratives*. This is an exciting opportunity for a talented individual to support and maintain the national and international reputation for excellence in research of the CFI.

CFI is a highly interdisciplinary research centre addressing the challenges and opportunities posed by artificial intelligence (AI). Funded by the Leverhulme Trust, CFI is based at the University of Cambridge, with partners in the University of Oxford, Imperial College, and UC Berkeley. The Centre also has close links with industry, policymakers, and many academic disciplines.

This is a new Research Assistant post within the Centre's Narratives and Justice Programme The Global AI Narratives (GAIN) project aims to elicit and foster perspectives on AI from cultures and regions whose narratives are currently lacking an adequate platform. Artificial intelligence is set to have an unprecedented global impact -- and public perceptions will shape much of it, affecting how the technology is developed, adopted and regulated. But different cultures see AI through very different lenses: diverse religious, linguistic, philosophical, literary, and cinematic traditions have led to diverging conceptions of what intelligent machines can and should be. Many of these worldviews are currently not given the attention they deserve, both within cultures and between them. *GAIN* aims to address this lack of representation through research on and dissemination of AI narratives around the world. It is led by Dr Kanta Dihal and Dr Stephen Cave, with Dr Sarah Dillon and Dr Beth Singler.

The project started in September 2018 and will run until July 2021, involving ten workshops across the world. Eight of these workshops are forthcoming, and the Research Assistant will be closely involved in organizing them:

1. August 2019: India
2. September 2019: Russia
3. October 2019: Egypt
4. Winter 2019-20: Australia
5. Spring 2020: China

6. Summer 2020: Chile (tbc)
7. Autumn 2020: South Africa
8. Winter 2020-1: Czech Republic

The role will involve carrying out research tasks including assisting with literature reviews, workshop organisation, and development of funding applications. The assistant may fit their own research and publication interests around these tasks. This position would be idea for someone currently pursuing a PhD in a related field, or considering doing so.

Applicants should have, or be studying for, a postgraduate qualification in a discipline related to the aims of the GAIN project, such as literary studies, anthropology, or postcolonial studies. The ability to work collaboratively is essential, as well as a willingness to undertake national and international travel (expenses covered). Conference or workshop organisation experience is essential, and website and social media skills would be an advantage, as would linguistic skills relevant to the locations of the GAIN workshops.

## Main Responsibilities

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| 1 | <p>Planning and organising:</p> <ul style="list-style-type: none"> <li>• Assist in the planning and organisation of several international workshops a year;</li> <li>• Plan own day-to-day research activity within the framework of the agreed programme;</li> <li>• Co-ordinate own work with that of others to avoid conflict or duplication of effort.</li> </ul>  |
| 2 | <p>Liaison and networking:</p> <ul style="list-style-type: none"> <li>• Liaising regularly with both PIs, and with the Co-Is when necessary;</li> <li>• Liaise with colleagues on routine matters including working with the Core Team on matters of regulation and procedure;</li> <li>• Make internal and external contacts to form and sustain international, high-level collaborations;</li> <li>• Support the public communication and website/social media presence of the project.</li> </ul> |
| 3 | <p>Research and scholarship:</p> <ul style="list-style-type: none"> <li>• Undertake basic research for the Global AI Narratives project, e.g. by conducting literature and database searches;</li> <li>• Contribute to the production, proofreading, and editing of research reports and publications, both academic and non-academic;</li> <li>• Write grant applications for individual workshops.</li> </ul>  |

## Person profile

### Essential knowledge, skills and experience required for role

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| <b>Education &amp; qualifications</b> | <ul style="list-style-type: none"> <li>• A Masters-level qualification in a subject relevant to the aims of the project, completed by time of appointment, is essential;</li> <li>• Fluency in English is essential.</li> <li>• Linguistic skills relevant to the locations of the GAIN workshops are desirable.</li> </ul> |
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| <b>Specialist knowledge &amp; skills</b>        | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Event organising;</li> <li>• Internal/external networking/collaboration;</li> <li>• Research experience to Master’s level</li> </ul> <p><b>Highly Desirable</b></p> <ul style="list-style-type: none"> <li>• Literature reviewing</li> <li>• Communications management skills including website and social media strategy and management</li> </ul> |
| <b>Interpersonal &amp; communication skills</b> | <ul style="list-style-type: none"> <li>• Excellent written and oral communication and presentation skills are essential.</li> <li>• Ability to engage with diverse communities of experts – including academics across disciplines, industry partners, and policymakers is essential.</li> <li>• Evidence of ability to work in collaborative environments is desirable.</li> </ul>                                  |
| <b>Relevant experience</b>                      | <ul style="list-style-type: none"> <li>• Experience in organisation of conferences and academic events is essential.</li> <li>• Experience with communications management is highly desirable.</li> <li>• Ability to contribute to the Centre’s grant-writing and fundraising efforts is desirable.</li> </ul>   |
| <b>Additional requirements</b>                  | <ul style="list-style-type: none"> <li>• An enthusiasm for and strong commitment to CFI’s core research aims is essential.</li> <li>• The post-holder is expected to conduct most of their work in Cambridge and be based there but travel elsewhere for research, conferences and meetings.</li> </ul>  |

#### Terms and Conditions

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| <b>Location</b>              | Central Cambridge  |
| <b>Working pattern</b>       | Part Time  |
| <b>Hours of work</b>         | This position is 0.2 FT (7.4 hours per week)<br>Hours of work will be as arranged with the PI.   |
| <b>Salary</b>                | £26, 243 - £30,395 subject to experience pro rata at 20%.  |
| <b>Start date</b>            | Negotiable (from May 2019)   |
| <b>Length of appointment</b> | Two years.   |
| <b>Limited funding</b>       | The current position is funded by a research grant or contract. The position is limited to two years in the first instance, and the head of department, or his/her nominee, will keep the role holder informed of the funding situation. |

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| <b>Probation period</b>    | Six Months.  |
| <b>Annual leave</b>        | Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days); this excludes Public Holidays but includes building closure days between Christmas and New Year.  |
| <b>Pension eligibility</b> | Universities Superannuation Scheme (USS)<br>Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> . |
| <b>Retirement age</b>      | The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff.   |

### Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

### Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Applications are due by **24 April 2019**, and should include:

- **A Curriculum Vitae**
- **A Covering Letter** of no more than 1,000 words, explaining your skills would fit you for this role.
- **A Sample of Writing** of no more than 5,000 words. Candidates should choose a sample that demonstrates their ability to write clearly and effectively. The writing sample may be published work, or a chapter from the applicant's thesis, or other unpublished work.
- **The names and contact details of two referees** who are familiar with your work. Please note that if you would like us to take your references into account in deciding whether to shortlist you, it is essential that you select the box 'At any point in this process' on the online system in response to the question when references can be requested.

If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is midnight (GMT) on **24 April 2019**. If you have any questions about this vacancy or the application process, please contact Susan Gowans at [skg41@cam.ac.uk](mailto:skg41@cam.ac.uk),

or for any questions about the Global AI Narratives project, please contact Kanta Dihal at [ksd38@cam.ac.uk](mailto:ksd38@cam.ac.uk).

Interviews will take place in Cambridge in May 2019.

## General Information

### **The University of Cambridge**

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

### **Leverhulme Centre for the Future of Intelligence**

The development of AI seems likely to be one of the defining themes of our century, and the project of ensuring that we make best use of its opportunities is one that we all face together. Thanks to a £10 million grant from the Leverhulme Trust, the University of Cambridge has established a new interdisciplinary research centre, the Leverhulme Centre for the Future of Intelligence, to explore the opportunities and challenges of this potentially epoch-making technology, both short and long term. The Centre is a collaboration with partners at the Oxford Martin School at the University of Oxford, at Imperial College London, and with Stuart Russell's group at UC Berkeley.

A major goal of the CFI is to lead the growth of a new interdisciplinary research community to address the opportunities and challenges of AI. To this end, it is launching two initial research exercises and seven projects in its first research phase, each of which addresses an important question related to the development and implications of AI. The Centre's objectives are practical as well as theoretical, and it places a high priority on links outside academia, including to leading technology developers and policy leaders. CFI also aspires to improve the standard of public debate on the impacts of AI, and senior CFI staff will support the jobholder in writing for a broader audience, including through our partnership with aeon.co. More information is available at [www.lcfi.ac.uk](http://www.lcfi.ac.uk).

### **What the University can offer you**

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University [Accommodation Service](http://www.accommodation.cam.ac.uk/) (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central [University induction event](#), local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A [wide-range of training courses](#) and online learning packages.
  - The [Staff Review and Development \(SRD\) Scheme](#), which is designed to enhance work effectiveness and facilitate career development post-probation.
  - [Leave for career and personal development](#), including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The [CareerStart@Cam programme](#), which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - [Reduced staff fees](#) for University of Cambridge graduate courses.
  - The opportunity to attend [lectures and seminars](#) held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100

employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

### **Information if you have a Disability**

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Ruth Farley, HR Administrator who is responsible for recruitment to this position on 01223 767355 or by email on [Ruth.Farley@admin.cam.ac.uk](mailto:Ruth.Farley@admin.cam.ac.uk) . Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hradmin@admin.cam.ac.uk](mailto:hradmin@admin.cam.ac.uk).