



RESEARCH AND POLICY MANAGER JOB DESCRIPTION

Hours: 5 days per week, 10.00 - 18.00 UK, full time

Location: Remote working **from UK only, London preferred**

Seniority: Must have had at least one previous full time role:

Requirements: background in law, or policy with either or both of experience in interacting with UK policy makers or deep understanding of and engagement with open tech

Reporting to and working closely with our Policy Director (currently CEO) and Dr Jennifer Barth, Research Director, you will also work with and build relationships with groups of leaders in open tech based in UK and internationally through our Advisory Boards, Ambassadors, Leadership team and Board, as well as the policy makers in the UK and beyond.

OpenUK is the first organisation set up with open source policy as a purpose. It exists to enable the environment in which the open tech community thrives by crossing the bridge between the community's expertise and the rest of society. We focus on the advancement of open technologies and digital policy and strategy within the UK and beyond across the private and public sector.

As the UK convenor of the open tech community, and shape and advocate for open tech - being open source software, hardware, data, standards and AI in digital policies, in the UK and internationally. We do this working with its recently formed sister organisation OpenHQ focusing on international policy in open tech with its first engagement in India, around the AI Impact Summit.

Recognising in 2020 that open source involved more than open source software we have since our inception had a broad remit to include hardware, standards and data. The evolution of AI saw OpenUK as the only organisation in open source partnering with Meta in the launch of Llama as open innovation in July 2023, when we also published our first AI Openness Report and have published these regularly since.

This is a great opportunity to evolve in a world-class organisation at the cutting edge of the digital future.

Candidate Profile

- **Minimum of 3 years continuous and full-time relevant experience.** Whilst candidates with more extensive experience may apply the salary level is commensurate with 3-5 years UK experience only.
- **Proven track record in policy analysis, development, and articulation**
- **Comprehensive knowledge of UK digital policy and regulation**



- Established **relationships with UK policy makers** and across the digital policy environment **and/ or across open technology** in UK and beyond
- **English language** - both written and spoken
 - Top drawer writing skills are a must
 - Ability to translate complex technical issues into simple language understandable to society.
 - Ability to focus on dense and complex issues
 - Ability to write short and snappy social type content
- Experience in **drafting** policy briefs, opinions, and reporting
- **Public speaking** experience - must be at least competent and confident
- Ability to **network and build relationships on individual level**
- **Relationship building with other organisations**, stakeholders, and leaders in digital policy and open tech
- Ability to roll your sleeves up and **get on with things** in a confident manner whilst being able to and **knowing when to ask** for support or clarification, in a fast paced environment
- You are able to **multi-task and manage multiple competing priorities and to work seamlessly with a diverse group of people, working on planned and reactive initiatives**
- **Exceptional organisation skills** and ability to manage up and sideways
- **Excellence in all relevant digital tools** used by organisation and open tech required
- **Sense of humour** essential

Role:

Support Policy and Research Directors in:

- Horizon scanning
- Research
- Meeting organisation, management, minute provision etc
- Supporting research and reporting through design and administration of surveys, case study development, thought leadership and data gathering, management and analytics
- Drafting and editing policy briefs, reports and other documents as required
- Writing social content to foster engagement
- Attending meetings and delegating for the two Directors
- Speaking at events and meetings
- Influencing policy
- Supporting event organisation and management from small group to large events
- Internal metric management
- UK and possible international travel

Application:

Send two page CV, one page cover letter and two relevant references to admin@openuk.uk

Successful candidates will be notified of next stage