

Legal and Policy Analyst

Reporting to: Managing Director.

Contract type: One-year initial contract, with possible extension.

Hours of work: Full-time, 37.5 hours per week.

Location: Remote, GMT \pm 3 hours.

Salary: Usually £35,000-£45,000 per annum, commensurate with experience.

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; parental leave; flexible working; company-provided MacBook Pro and iPhone; home-working allowance after successful completion of probationary period.

Job Purpose

To provide legal research, general research, analysis, report writing and project management support across AWO, on a number of different issue areas and for a range of clients including non-profits, philanthropy, government, business, humanitarian organisations and academia.

Job Duties and Responsibilities

This is a wide-ranging role, looking at a number of cutting-edge human rights and technology issues.

You will be required to perform other tasks in addition to the below, as requested by the Directors.

Research

- Undertake legal research on a wide range of issues primarily at the intersection of technology and fundamental rights including by analysing:
 - National frameworks
 - EU law and policy
 - International human rights law
- Undertake general (including non-legal) research on a wide range of issues primarily at the intersection of technology and fundamental rights including:
 - Automated decision making
 - Surveillance and national security
 - Data protection
 - Cyber security
 - Future of work
 - Platform regulation
- Synthesise findings and structure appropriately to summarise key points, recommendations, conclusions etc.
- Design and conduct research interviews with stakeholders
- Monitor new legal developments and research on emerging technology topics and policy

Report Writing

- Produce concise written and verbal analysis for clients, AWO Directors and other colleagues
- Draft, proofread and edit reports

- Summarise other documents and reports as required
- Compile bibliographies and reference materials

Project Management

- Manage directly or support others in managing projects, logistics and general administrative planning to deliver client work and projects to deadlines
- Utilise a range of software packages to ensure information is in the right place and effectively managed and updated
- Monitor and flag risks and issues in a timely manner
- Facilitate good communication with clients and colleagues
- Ensure projects are delivered on time and to scope
- Identify and propose new opportunities for AWO to work efficiently and effectively

Organisational

- Contribute to the development of AWO's culture and values
- Contribute to company policy and strategy development

Compliance

- Comply with relevant AWO risk management and governance frameworks
- Comply with AWO policies and procedures e.g. expenses, time reporting

Person Specification

This is a unique and exciting opportunity for someone with a legal background, interest in the intersection between law and technology, who is keen to learn and develop within a small but growing organisation.

Skills, Qualifications and Experience

- Three years relevant experience
- Law degree, in any jurisdiction
- International human rights law background
- Comparative legal research experience
- Familiarity and interest in legal issues related to technology, including data protection
- Up to date knowledge about European and international technology policy issues
- Able to produce excellent written work, which is well structured, clear and concise.
- Excellent communication skills across geographical locations
- Experience working with diverse and/or remote teams; understanding of nature of remote work environment

Behaviours and Competencies

- Comfort and desire to work from home
- Keen to learn, develop and get involved in a wide range of tasks
- Excellent attention to detail
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there
- Ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- Affinity for AWO's mission and approach to technology and policy