

Senior Associate, Strategic Research and Insight Job Pack

This job pack contains:

- An introduction to AWO, the hiring team, and the role
- Job duties and responsibilities
- Person specification
- Why work at AWO?
- Applicant privacy notice

At a glance...

Location: Remote within Belgium, France, Greece, Ireland, Italy, Netherlands or UK

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

Salary range:

- **UK:** £45,000 - £55,000 gross per year, commensurate with experience.
 - **Belgium, France, Greece, Ireland, Italy and Netherlands:** €51,000 - €61,000 gross per year, commensurate with experience. Indicative gross monthly salary will vary by location and fall between €3,600-€5,000.
- Gross annual salary packages will include monthly salary, 13th/14th month salaries (as applicable) and any benefits foreseen by local employment law.

Contract type: 12-month initial contract, with likely extension to permanent.

Benefits:

- 25 days of paid annual leave per annum, plus paid leave for the week between Christmas and New Year's.
- Enhanced family leave of 18 weeks for birthing parents and 9 weeks for non-birthing parents.
- Up to 10 weeks of paid sick leave.
- Flexible working policy.
- Apple devices; WFH allowance or co-working space provision after probation period.

Opportunity:

The Senior Associate will lead and deliver Strategic Research and Insight (SRI) projects. The SRI team undertakes a broad spectrum of client work, collaborating closely with colleagues across AWO's three specialist teams (Public Policy, Litigation, and Data Protection), external consultants, and the wider AWO network.

This is a generalist data rights role that is well-suited for someone with at least one area of subject matter expertise (within data rights), who would now like to work flexibly across issue areas. The hire will report into the Manager, Strategic Research and Insight team.

Applicant Experience and Requirements:

- At least 5 years working on technology policy issues, including 1+ year project management (delivering complex projects).
- Up to date knowledge about European and international technology policy issues. Familiarity with the EU tech policy landscape and policymaking processes.
- Fluency in written and spoken English, with knowledge of other European languages an asset.

1. AWO

AWO is a law firm and consultancy that empowers individuals and organisations to uphold data rights, comply with the law and effect change in data protection and digital policy. We were set up by a group of experts: lawyers who were involved in ground-breaking and precedent-setting legal action, public policy experts who were shaping digital policy in the EU and the UK, and data protection practitioners who were helping international organisations and companies meet complex international challenges. Together, we provide a unique suite of complementary legal and consultancy services.

Our team works across the world to advise a broad range of clients on what to do with data: from policy design to regulatory compliance, data management to private litigation and enforcement. Our client base consists of international organisations, governments, companies, charities, universities, think tanks, and individuals. Our commercial practice is balanced with giving those less-resourced a voice.

2. The Strategic Research and Insight Team

The Strategic Research and Insight (SRI) team undertakes a broad spectrum of client work, collaborating closely with colleagues across AWO's three specialist teams (Public Policy, Litigation, and Data Protection), external consultants, and the wider AWO network.

Past SRI projects have included:

- Researching algorithm audit methods for philanthropy and NGO clients.
- Assessing the UK's data protection reform proposals and past regulatory performance for a digital rights charity.
- Researching problematic uses of technology deployed during the COVID pandemic in Europe to inform a philanthropic foundation's grant-making strategy
- Assessing technologies used by major social media companies to combat child sexual abuse material on their platforms for a coalition of NGOs.
- Undertaking human rights impact assessments of technology companies for a government undertaking investment due diligence.
- Running a workshop to identify litigation strategies to counter technology-based racial discrimination in policing.

3. The role

This is a unique and exciting opportunity for someone with a background in data rights who is keen to work within a small, growing organisation.

As a Senior Associate on the Strategic Research and Insight (SRI) team, you will be responsible for leading and delivering on a wide range of client work in line with team and organisational objectives. You will receive training and support to lead and deliver AWO projects. This will include:

- Working closely with Directors and members of the Senior Leadership Team to scope terms of reference with the client and maintaining communication throughout projects.
- Analysing and synthesising internal research, identifying areas that are most impactful/relevant for the client based on the project brief.
- Identifying expertise required for the project and develop appropriate resourcing and project management plans.

- Scoping and delegating research tasks across the AWO team. Developing relationships with individual team members, and offering feedback and guidance as required.
- Co-ordinating and supervising consultants, from copyeditors to external experts.
- Ensuring that the final product satisfies the project brief and delivering high-quality analysis and written materials.

This is a generalist data rights role that is well-suited for someone with at least one area of subject matter expertise who would now like to work flexibly across issue areas. The ideal candidate will be enthusiastic about complex data rights questions where answers are not immediately apparent; keen to engage with expertise and perspectives across disciplines; and able to develop clear, concise answers tailored to the given audience, whether it be a civil society group or a regulatory body.

4. Job Duties and Responsibilities

Research and Analysis

- Lead and undertake general research on a wide range of issues primarily at the intersection of technology and data rights
- Scope and design research tasks based on project context and client requirements.
- Design and conduct research interviews with stakeholders
- Synthesise findings and structure appropriately to summarise key points, recommendations, conclusions etc.
- Monitor new legal developments and research on emerging technology topics and policy.
- Scope, delegate and supervise research tasks conducted by other members of the project team, including recommending relevant sources and starting points for desk research.

Report Writing

- Produce concise written and verbal analysis for colleagues and clients.
- Review team members' research materials and ensure high-quality synthesis for clients.
- Draft, proofread and edit reports.

Project Management

- Manage directly or support others in managing projects, logistics and general administrative planning to deliver client work and projects to deadlines
- Develop project management plans and work closely across the team to implement them. Ensure alignment between the project management plan and the project brief/ client's requirements. Monitor and flag issues to Senior Leadership Team in a timely manner.
- Facilitate good communication with clients and colleagues
- Ensure projects are delivered on time and to scope across a variety of formats. (Project deliverables most often take the form of reports but may include presentations or workshops.)
- Identify and propose new opportunities for AWO to work efficiently and effectively
- Line manage and support professional development of AWO staff. (Note – at point of hire, there will not be any line management responsibilities).

Organisational

- Build strong relationships at all levels across the organisation.
- Contribute to the development of AWO's culture and values
- Contribute to company policy and strategy development

5. Person Specification

Through the hiring process, the AWO team will review candidates against the person specification.

Knowledge and Experience (or what you know and have done)

- At least 5 years working on technology policy issues, including 1+ year project management (delivering complex projects)
- Up to date knowledge about European and international technology policy issues
Familiarity with the EU tech policy landscape and policymaking processes
- Fluency in written and spoken English, with knowledge of other European languages an asset.

Competencies/Skills (or what you're good at)

- **Subject matter expertise** – you maintain deeper expertise in at least one data rights issue area while being able to understand actors, debates and trends in the wider data rights space. Possible area of expertise may include (but aren't limited to):
 - o International human rights law
 - o EU tech policy/European politics
 - o Technology
 - o Data protection/privacy
- **Analytical reasoning** – you are able to take an initial research question and formulate a structure to generate outcomes. You exercise judgement on how to draw out relevant insights from research and apply them to our clients' questions.
- **Communication** – you can effectively deliver advice to clients and are able to convey complex information in a way that is clear for the target audience.
- **Organisation/Project Management** – you logically structure and manage multiple projects from start to finish. You can undertake a wide range and variety of tasks with conflicting deadline and manage changing priorities.
- **Problem solving** – you identify all facets of an issue, consider potential impacts of possible options, and choose the most appropriate solution for intended outcomes. You proactively identify issues before they arise and seek appropriate resources when confronted with the unknown.
- **Teamwork and collaboration** – you work collaboratively with other team members in a project lead role to deliver business/client objectives. You understand and appreciate the nature of a remote-first work environment and create supportive and responsive relationships with team members, other staff, and stakeholders.
- **Writing** – you produce excellent written work, which is well-structured, clear and concise. You proof and edit all work to maintain accuracy and precision for various audiences.

Attributes (or who you are)

- **Aligned** - affinity for AWO's mission, values and approach to technology and policy
- **Curious** - willing to explore when confronted with the unknown
- **Creative thinker** – able to think outside of the box when confronted with challenges
- **Comfortable with ambiguity** - able to find a solution to achieving goals without precise instruction on getting there
- **Detail-oriented** – considers all aspects of the task at hand with precision and accuracy
- **Flexible** – able to pivot across tasks and issue areas as needed
- **Remote** – comfort and desire to work predominantly from home
- **Self-starter** – proactive and enthusiastic in identifying challenges and opportunities

- **Solutions-focused** – pragmatic in ability to think through issues and apply practical solutions

6. Why work at AWO?

Our team consistently rates AWO as a great place to work. In our most recent annual engagement survey, employees said they would highly recommend AWO as a good place to work to a friend, with the question receiving a score of 4.7 out of 5.

Work That Matters

Our work is at the forefront of the intersections of data, technology, law and policy, and no two projects are the same. You will work with a diverse and exciting array of clients and projects from the private, public, and third sectors.

Culture and Benefits

We have a positive internal culture and we make sure we take care of each other by providing:

- **Generous leave:** 25 days of paid annual leave, up to 10 weeks of paid sick leave, plus paid leave for the week between Christmas and New Year's
- **Family support:** an enhanced family leave policy of 18 weeks for birthing parents and 9 weeks for non-birthing parents at full pay, plus additional leave to help manage any last-minute emergencies
- **Equipment:** great technology provision, including Apple devices, external screens and a generous work from home allowance to get you set up at home
- **Flexibility:** the freedom to structure your work schedule the way that works best for you within your working time, with the option to work from a co-working space or home depending on what helps you work best
- **Fun:** virtual social-interest "clubs" where we can relax and get to know each other, plus our annual in-person meet up.

Collaborative Approach

We believe we work best when we work together. As a remote-first organisation, we harness technology to offer opportunities for cross-team collaboration from near and far and encourage team members to learn from each other, including:

- Regular coffee chats
- Brown Bags lunches where team members present on current work
- Quarterly meet-ups of the entire organisation
- Robust internal channels to share resources and information across the team

We pride ourselves in having an open culture where team members at any level and within any team can voice their opinions on emerging issues with respect and interest.

Professional Growth

The development and growth of our team is crucial to our success. We challenge ourselves to be better, through a culture of feedback and support. You can expect:

- Regular check-ins and conversations with your line manager with the opportunity to receive feedback in real time
- A performance development process that is open, honest, and focussed on your success

- Group training sessions to help sharpen your knowledge and skills, including workshops on effective writing, delivering feedback, and understanding technology
- The ability to meet your professional and development goals through individual and team training budgets

Values

Our values, developed through an iterative process with all team members across the organisation, inform not only how we work generally but also how we treat the people we work with and for.

- We **care** about our work and each other
- We **confront complexity** with curiosity and flexibility
- We **collaborate** to make positive change in the world
- We **cultivate excellence**