

## **Research Associate: GLOW (Making governmental records more open with AI)**

**The post is part-time (16 hours a week) and fixed term from 1 September 2025 to 30 April 2026**

**Job Ref: REQ250548**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Department summary:**

School of Social Sciences and Humanities, Loughborough University:

<http://www.lboro.ac.uk/departments/socialsciences/>

### **Project Description**

Much public good could be derived from the analysis of government records, particularly records in digital form. Yet, **access to these data is extremely difficult**. Archival emails and other born-digital records are rarely accessible to users for many reasons - including confidentiality, privacy, national security, copyright, technological constraints, and a lack of organisation.

Artificial Intelligence (AI) can help record creators and archivists to identify sensitive materials in a mass of born-digital records to make non-sensitive materials accessible. AI can also serve to automatically create metadata (i.e. information about records, used for discovery and identification), when metadata is missing or incomplete. Furthermore, AI can search vast amounts of data, when keyword searches would not be effective. New technologies have the potential to unlock data and expand the proportion of records sent to archival repositories. But AI also comes with ethical problems - including the risk of bias and inexplicability of outcomes.

The GLOW project will connect government professionals with Computer Scientists, Digital Humanists and professionals in the GLAM sector (Galleries, Libraries, Archives and Museums) in the UK and USA – **in order to unlock government archives with AI**.

The project is funded by an Impact & Knowledge Exchange Accelerator grant at Loughborough University. It builds on the LUSTRE project ([www.lustre-network.net](http://www.lustre-network.net)), funded by the AHRC (Arts and Humanities Research Council).

The project is led by Professor Lise Jaillant, Professor of Digital Cultural Heritage. The researcher will work closely with the PI to deliver this project.

### **Job Description**

**Job Grade:** Specialist and Supporting Academic Grade 6

## **Job Purpose**

The researcher's primary responsibilities will be to conduct qualitative research including data collection, analysis and management, to manage communications with the stakeholders involved in the project, and to contribute to the organisation and delivery of the project events.

## **Job Duties**

- To organise two project workshops, bringing together the GLOW community (US and UK-based policy makers, Information and Records management professionals, archivists, librarians, Digital Humanists, Computer Scientists and other stakeholders).
- To organise online interviews with key stakeholders in government, the GLAM sector and academia;
- To contribute to a policy report/ toolkit to help government professionals manage their born-digital archives, transfer them to archival repositories, and make them accessible to users.
- To manage communications with stakeholders.
- To contribute to the project promotion and dissemination using appropriate channels.
- To attend and make presentations to stakeholders during the workshop.
- To support the project by enhancing relationships with existing collaborators and by assisting the establishment of relationships with new collaborators.
- To contribute ideas for new research and enterprise directions.
- To maintain confidentiality at all times and ensure that intellectual property (IPR) agreements are not violated.
- To transcribe interviews conducted as part of the project.
- To assist the PI in copyediting/ proof-reading content and other tasks needed to deliver high quality project outputs.
- To provide general administrative support for the project, including submitting expenses claims.
- Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the PI.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. **Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.** Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Background in social sciences or humanities	1,2,3
	Experience in qualitative data collection and analysis	1,2,3
	Substantial knowledge in an area in social sciences or humanities relevant to the project focus	1,2,3
	Authoring original work for academic journal papers, conference papers or specialised reports	1,2,3
	Experience of promoting research projects using appropriate channels	1,2,3
Skills and abilities	Ability to organise complex events involving multiple stakeholders	1,2,3
	Competence in IT skills, Internet usage and digital media	1,2,3
	Excellent written and oral communication skills	1,2,3
	Self-motivated with ability to meet deadlines	1,2,3
	Excellent interpersonal, administrative, and organisational skills	1,2,3
	Ability to write project reports and make presentations to groups	1,2,3
	Experience of copyediting/ proofreading	1,2,3
	Ability to work on own initiative and organise workload effectively	1,2,3
	Ability to work cooperatively with others both inside and outside the School and to build and participate in internal and external networks in order to enhance individual, project and Loughborough profile	1,2,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	PhD in social sciences or humanities (or near completion)	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Developing proposals for funding from external agencies	1,3

Experience	Experience in conducting, transcribing and analysing interviews for research projects	1,3
Skills and abilities	Authoring original work, in the highest quality refereed academic journals	1,3
	A strong publication track record	1,3

## Conditions of Service

The position is PART TIME: 16 hours a week and FIXED TERM. Salary will be on Specialist and Supporting Academic GRADE 6 at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/az/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>