

Research Manager
Full-Time / 1 Year Fixed-Term (Maternity Cover)
Role Profile

Starting July 2021

- ORGANISATION The Global Disinformation Index (GDI) is a global not for profit organisation dedicated to reducing online disinformation by identifying and labelling domains with a “risk of disinforming” rating. Our goal is to create a world where we can trust what we see in the media.
- 3 PILLARS GDI built on 3 pillars (see 3 Pillars document for more detail):
- **Independent:** The GDI is not for profit and diversely funded. It exists solely to assess online publishers’ risk of disinforming their readers
 - **Neutral:** The GDI is apolitical, global, and evidence-based.
 - **Transparent:** The GDI’s rating criteria, index methodology, and detailed assessments will all be public, auditable, and disputable.
- BEHAVIOURS We continually strive to model the following behaviours in our interactions with others:
- **Positivity:** Problem solver, not problem raiser.
 - **Responsibility:** Make it your problem - if it’s not right, fix it.
 - **Trustworthy:** Make sure others can depend on you - If you say you are going to do it, do it.
 - **Respect:** treat everyone, especially those with whom we disagree, with courtesy and respect.

MAIN
RESPONSIBILITIES

GDI is seeking an experienced research manager to provide one year (12 months) of maternity cover for the current position. This role leads the Research Team in the delivery of multiple, concurrent human review risk rating projects. GDI's human review risk rating projects involve manual review of news and information websites and their content in order to collect the data needed to develop a GDI risk rating. Projects are led by GDI and executed by research partners local to the media market under review. The GDI Research Team leads multiple projects concurrently.

In this role, the individual will lead a small team and collaborate with researchers/partner organisations across different countries and times zones. The research manager is responsible for team leadership, overall data quality control and will be responsible for updating the research process as needed. The research manager oversees the team and all of the research virtually. The neutrality and integrity of the research manager is critical for this role.

The key responsibilities of the role include:

- managing staff & hiring of permanent and contract staff, as needed
- Resource planning and prioritization for the team of 5
- Support the roll out of the index through research, data quality checks and data analysis
- Leadership in identifying and onboarding GDI's external research partners
- Representing GDI's research program to high-level stakeholders, including donors and at (virtual) public speaking events
- Provide ad hoc research support across teams where needed

EXPERIENCE AND
QUALIFICATIONS

Essential

- 7-10 years' experience in social science research, especially quantitative analysis and index design.
- Masters degree or higher in a relevant discipline (communication, information science, media studies, political science, sociology, etc.).
- Experience managing direct reports and multiple concurrent projects, ideally remotely.
- Proficiency in R.
- Strong organizational skills, attention to detail, and professionalism.
- Strong writing and communication skills.
- Ability to work independently with minimal supervision.
- Basic knowledge of disinformation and policy responses.
- Transparent, high integrity leadership and proactive communication.
- Fluent in English.

Preferred

- Experience/exposure to Python
 - Knowledge of survey design and analysis and causal inference.
 - Familiarity with the landscape of digital, tech and/or online advertising actors
 - Past experience working as part of a remote/virtual team
 - Fluency in a second language
 - Experience with data visualisation.
 - Professional fluency in a second language (e.g. Spanish, Portuguese, French, Arabic).
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LOCATION	Remote – Based, and right to work, in the UK, Germany or the USA (preferably in the following states: Texas, New York, Florida, or D.C.). Candidates based elsewhere will be considered.
REPORTING TO	CTO
HOURS	Working hours are flexible. Full-time (37.5 per week) but could potentially work at 30 hours per week. As a global organization, some flexibility for cross-time zone communication to be available for limited virtual meetings outside of office hours is required.
TERMS	This is a fixed-term appointment for 1 year (as Maternity Cover) commencing 1 August 2021 (or soonest available). Competitive salary based on location and expertise.
<p>To apply, please send your resume and a cover letter stating your interest and qualifications for this role by email to: jobs@disinformationindex.org</p> <p>Please state “Application for Research Manager” in the subject line.</p> <p>ALL APPLICATIONS DUE ENCOURAGED TO BE SUBMITTED ASAP (ideally prior to mid-July 2021)</p>	