



SCAN FOR THE TEMPLATE

Responsible AI Lead

The Responsible AI Lead sets and drives the organization's responsible AI principles, turns practice across the teams building and deploying AI. This template reflects how the role is scoped at organizations building responsible AI today. Replace the **highlighted fields** with your specifics, trim what does not apply, and post.

Role summary

[Company] is hiring a Responsible AI Lead to define and operationalize responsible AI. Reporting to the [Head of AI Governance / Chief AI Officer], you will set principles, build the fairness and transparency toolkit, and partner with product and engineering to put responsible AI into practice.

Key responsibilities

- **Principles and standards.** Define responsible AI principles and translate them into standards and guidance.
- **Practice.** Build practical tools and reviews for fairness, transparency, explainability, and human oversight.
- **Assessments.** Lead ethical and impact reviews for high-stakes AI use cases.
- **Enablement.** Partner with product and engineering to embed responsible AI into the development lifecycle.
- **Monitoring.** Define metrics for responsible AI outcomes and monitor deployed systems.
- **Engagement.** Represent the organization in external responsible AI forums and with stakeholders.
- **Alignment.** Align practice to [NIST AI RMF / OECD principles / EU AI Act].

Required qualifications

- [6 to 10] years across AI governance, ethics, policy, product, or a related field.
- Understanding of fairness, transparency, and AI ethics in practice, not only in principle.
- Experience influencing product and engineering decisions.
- Strong communication across technical and non-technical audiences.

Preferred qualifications

- Background in machine learning, policy, or applied ethics.
- Experience with model documentation, bias testing, or explainability tooling.
- Familiarity with EU AI Act obligations for high-risk systems.

About the team

[Describe the responsible AI or governance function, its maturity, and how it partners with product and engineering.]

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