

JOB DESCRIPTION TEMPLATE

Ethical AI Specialist

A responsible AI specialist who assesses AI systems for fairness, transparency, and harm and guides teams toward ethical design choices.

Department	Responsible AI / AI Governance / Data Science
Reports to	Head of Responsible AI / Chief AI Officer
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	3 to 6+ years

POSITION OVERVIEW

The Ethical AI Specialist advances responsible and ethical AI practices across the organization. This role assesses AI systems for fairness, transparency, accountability, and potential harm, and helps teams design AI that reflects the organization's ethical principles.

Working with data science, product, legal, governance, and business teams, the Ethical AI Specialist conducts ethics and fairness reviews, supports bias testing and mitigation, and advises on responsible design choices throughout the AI lifecycle.

As AI systems influence more decisions about people, the Ethical AI Specialist keeps ethical considerations at the center of how AI is built and used.

KEY RESPONSIBILITIES

ETHICS AND FAIRNESS REVIEW

- Assess AI use cases and models for ethical risk and potential harm.
- Review systems for fairness, bias, and disparate impact.
- Evaluate transparency, explainability, and human oversight.
- Document ethical findings and recommended mitigations.

BIAS TESTING AND MITIGATION

Support fairness and bias evaluation across the model lifecycle, including:

- Defining fairness metrics appropriate to the use case
- Coordinating bias testing on data and model outputs
- Recommending mitigation and monitoring approaches
- Validating that mitigations hold in production

RESPONSIBLE AI PRINCIPLES

Apply responsible AI principles drawn from the NIST AI Risk Management Framework, the OECD AI Principles, ISO/IEC 42001, and the organization's own values to guide design and review.

ADVISORY AND DESIGN SUPPORT

- Advise teams on responsible AI design and trade-offs.
- Contribute to responsible AI standards, checklists, and playbooks.
- Support impact assessments for higher-risk AI use cases.
- Help resolve ethical questions raised during development.

STAKEHOLDER AND COMMUNITY INPUT

- Incorporate affected-stakeholder perspectives into reviews.
- Support engagement with domain experts and users.
- Help ensure diverse considerations inform AI decisions.

AWARENESS AND ENABLEMENT

Build responsible AI awareness through training, guidance, and shared resources so teams can make sound ethical choices independently.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a relevant field such as Data Science, Computer Science, Philosophy, Social Science, Law, or Public Policy.

- 3 to 6+ years of experience in responsible AI, data science, ethics, policy, or a closely related area.
- Understanding of fairness, bias, and AI ethics concepts and methods.
- Familiarity with AI and machine learning systems and their societal impact.
- Strong analytical, facilitation, and written communication skills.

PREFERRED CERTIFICATIONS

One or more of: AIGP, and relevant responsible AI, ethics, or data science credentials.

TECHNICAL KNOWLEDGE

Responsible AI, AI ethics, fairness and bias testing, explainability and transparency, algorithmic impact assessment, human oversight design, and AI governance fundamentals.

ESSENTIAL COMPETENCIES

Sound ethical judgment, facilitation and dialogue, clear communication of nuanced issues, collaboration across disciplines, and comfort with ambiguity and trade-offs.

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