



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Impact Development Officer, Faculty of Environment



**Salary: Grade 6 (£30,487 – £36,024 p.a. depending on experience)**

**Reporting to: Ronghui Liu**

**Reference: ENVTR1196**

**Location: University of Leeds (with scope for hybrid working)**

**We are open to discussing flexible working arrangements**

## Overview of the Role

**Are you an experienced and confident professional looking to further your career in one of the leading research intensive universities in the UK? Are you keen to promote and develop research impacts, and to build strong relationships with academic and industrial stakeholders?**

We are looking to appoint a professional and proactive individual to play a leading role in supporting research impact and stakeholder engagement for the Institute for Transport Studies, University of Leeds.

The Institute for Transport Studies (ITS) is the largest institute in the UK dedicated to transport research and education. It has 95 academic and research staff and has an international reputation in delivering excellent research in the field transport policy, public transport and decarbonisation. ITS has strong impact upon transport policy and practice; our impact case studies in the Research Excellence Framework (REF2021) in the disciplines of General Engineering and Geography were among the strongest in the UK.

Working with ITS' Director of Research & Innovation, you will play a leading role to further maximise research impact, promote research communications, and support stakeholder engagement and continued professional development activities. You will possess excellent interpersonal and communication skills, be able to show initiative and creativity, and have the ability to deal effectively with a diverse range of stakeholders both internally and externally.

This role embraces substantial engagement and management activities in our research impact, communications, stakeholder engagement and continuing professional development (CPD) workstreams.

## Main duties and responsibilities

- Designing and implementing initiatives to enhance research impact literacy and culture across ITS;
- Partnering with research leaders to embed plans and activities holistically into research groups and research themes;
- Leading the development of a portfolio of impact case studies for REF2029;





- Engaging with REF coordinators across the Faculties of Environment and Engineering to support the preparation of impact related sections of REF2029 submission;
- Supporting the further development of industrial opportunities, and managing the relationships with world-leading academics and stakeholder representatives;
- Managing ITS stakeholder engagement activities with key ITS stakeholders, including with its Advisory Group;
- Developing a research communication strategy and supporting researchers to maximising their research impact;
- Co-ordinating the Institute's annual programme of short courses for transport practitioners;
- Administering the end-to-end delivery of each course including enquiries, registration, marketing, logistics, finance and evaluation;
- Seeking opportunities to develop the CPD portfolio in consultation with course leaders and other colleagues;
- Leveraging the stakeholder relationships developed via CPD to support the Institute's wider work-streams and strategic priorities.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## Qualifications and skills

### Essential

- Experience of the Higher Education sector with an understanding of the Research Excellent Framework, in particular what is meant more broadly by the impact of research;
- Experience of supporting knowledge exchange and collaboration between academics and non-academic stakeholders;
- Ability to develop networks and work effectively with a wide range of people, including senior managers and academics;
- Ability to show initiative and creativity, and have the ability to deal diplomatically and effectively with a range of stakeholders;
- Excellent communication skills and ability to communicate clearly and effectively, through a variety of media;



- Proven ability to understand, interpret and summarise complex information in writing research impact and communication material to be understood by a broad range of non-specialists.

### Desirable

- Education to degree level with experience in transport, engineering and/or geography sectors;
- Experience of supporting REF submissions and/or writing research case studies or similar;
- Experience of managing projects or delivering communications in an academic environment, including working directly with senior academics and ability to undertake activities on their behalf.

## **Additional information**

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about the [Institute for Transport Studies](#).

Find out more about the [Faculty of Environment](#).

Find out more about our [Research and associated facilities](#).

Find out more about [equality](#) in the Faculty.

### **Our University**

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.



The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

### **Working at Leeds**

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

