



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**DecarboN8 Research Network Coordinator, Faculty of Environment**



**Salary: Grade 7 (£33,199 – £39,609 p.a.) due to funding limitations an appointment is unlikely to be made above £33,199 p.a.**

**Reference: ENVTR1094**

**Closing date: 1 July 2019**

**Fixed-term until 31 August 2022, to start no earlier than 1 September 2019**

**We will consider job share, flexible working arrangements**

## DecarboN8 Research Network Coordinator

### Institute for Transport Studies, Faculty of Environment

**Would you like to be part of an exciting networking project to deliver a rapid step-change in the decarbonisation of transport? Do you have a strong background in project management and administration with excellent organisational and communication skills? Can you help bring academia, government and industry closer together to help build a world-leading community of research, development and implementation? Are you passionate about making a difference to climate change?**

Working with [Professor Greg Marsden](#) and colleagues from across the [N8 Research Partnership](#), you will coordinate and manage the development of a network of researchers, industrial partners and national, regional and local governments. The DecarboN8 network vision is to find ways to rapidly decarbonise surface transport in the UK through the development of inter-disciplinary research working with a set of connected real-world test beds across the North. In particular, the network is looking to understand how important diversity of place is in thinking about the right decarbonisation solutions. When does one size fit all and when are more bespoke solutions better?

The network coordinator will manage and help to grow effective networks across all the relevant project partners. You will lead on the project management support for this project and the effective delivery of the networks activities. The events will primarily be held across the North of England and a willingness to travel to events is necessary for the role.

You will have considerable experience of overseeing and coordinating complex projects and events. Strong analytical skills will be crucial in order to fully understand the research and innovation funding landscape and to match this to developing capabilities across the DecarboN8 network. You will be a strong communicator, able to help establish and manage relationships with a range of stakeholders. You will be a good team player with excellent interpersonal skills. Ideally you will have relevant qualifications and experience in the transport or environment sector and with inter-disciplinary research. Prior experience of working in a University environment and with its and procedures regarding procurement and administration would also be beneficial.



## What does the role entail?

As DecarboN8 Network Coordinator, your main duties will include:

- Providing high levels of project management co-ordination, enabling the efficient and timely delivery of the key DecarboN8 network events;
- Helping to develop inter-disciplinary energy research and innovation networks and capabilities across the DecarboN8 consortium, seeking to grow its reach;
- Identifying and helping to secure external research income relevant to DecarboN8 network members;
- Helping to develop and maintain effective working relationships with key funders (UK Research Councils, charities, UK government agencies and other public funding providers), identifying new potential partners and acting as a principal point of contact for project partners and stakeholders;
- Working with key academics and research groups to identify opportunities and pathways to impact current research activities, including the exploitation of any new intellectual property;
- Helping to maintain the database of network members and other stakeholder contacts, ensuring that a regular cycle of contact and dissemination takes place;
- Establishing and maintain systems to monitor delivery against tasks, allowing a fully auditable trail of spend and outputs from research funded through the network;
- Understanding and implementing requirements of the data management plan to ensure that the network is compliant with data security and GDPR;
- Working closely with colleagues in the Faculty Research Office and the academic lead to draft / monitor budgets and cost centres, including maintaining of financial records, monitoring costs and highlighting corrective action where required;
- Undertaking key dissemination and engagement activities with responsibility for website updates, newsletters, publicising events etc.

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.



## What will you bring to the role?

As DecarboN8 Network Coordinator you will have:

- A relevant degree or equivalent experience;
- A desire to make a difference in reducing carbon emissions from transport across the North;
- Experience of working in a multi-disciplinary team;
- Experience of building and maintaining relationships with internal and external stakeholders and effectively influencing and negotiating with others to achieve desired outcomes;
- Experience with developing and securing support for new initiatives;
- Excellent communication skills with an ability to enthuse diverse groups;
- Ability to assess and organise resources and plan and progress work activities to achieve project aims and objectives within set timescales;
- Strong analytical, creative and problem-solving skills;
- Demonstrable ability to work under pressure, to appropriately prioritise and balance workloads;
- Demonstrable ability to work as part of a team and also on your own initiative;
- Experience of producing reports for a varied audience;
- Experience of working in an administrative role in a large or complex environment;
- A willingness and ability to travel across the UK to help run network events.

You may also have:

- Experience of working in the transport sector and/or on climate change;
- Experience or understanding of the academic environment or similar large complex organisation;
- Website development/management experience.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



## Contact information

To explore the post further or for any queries you may have, please contact:

[Professor Greg Marsden, Professor of Transport Governance](#)

Tel: +44 (0)113 343 5358

Email: [G.R.Marsden@its.leeds.ac.uk](mailto:G.R.Marsden@its.leeds.ac.uk)

## Additional information

Find out more about the [Faculty](#)

Find out more about our [Institute](#)

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

Find out more about Athena Swan in the [Faculty](#)

## Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

## Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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](#).

