



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Research and Innovation Development Officer,
Research and Innovation Service**



Salary: Grade 7 (£33,199 – £39,609 p.a.)

Reference: CSRIS1123

Fixed term until 31 August 2022 due to funding

We will consider flexible working arrangements

Research and Innovation Development Officer Bragg Research Centre for Advanced Materials, Royce at Leeds, EPSRC Programme Grant in High Precision Terahertz Spectroscopy and Microscopy

Are you an experienced and ambitious research and innovation professional looking to further your career in one of the UK's leading research-intensive universities? Are you confident and outgoing, and keen to help progress research and impact through building excellent working relationships with academic and industrial colleagues?

We are looking for a professional and proactive individual to support the implementation of strategic plans for the Bragg Centre for Materials Research and Royce at Leeds (50%), and support an EPSRC Programme Grant in high-precision terahertz spectroscopy and microscopy (50%). Working with the Centre Directors, the Programme Grant PI and the Senior Research and Innovation Development Manager, you will develop research and translational opportunities, and manage high-level relationships with world-leading academics, industry representatives and funding bodies. You will help to maximise research impact and external income, and support ongoing research, promotional and reporting activities.

This is an exciting opportunity to support the development of three major initiatives at the University of Leeds — the University's new Bragg Centre for Materials Research (<http://www.leeds.ac.uk/bragg>); 'Royce at Leeds' (<http://www.leeds.ac.uk/royce>), the Leeds spoke of the national Henry Royce Institute for Advanced Materials; and a prestigious £6.5M EPSRC Programme Grant, "HyperTerahertz—High precision terahertz spectroscopy and microscopy", which is led by Leeds with partners the University of Cambridge, UCL, and Lancaster University (<http://www.hyperterahertz.org>).

What does the role entail?

As a Research and Innovation Development Officer, your duties will be divided equally between support for the Bragg and Royce research centres (50%), and the EPSRC Programme Grant (50%). Duties will be similar across these responsibilities and will include:



- Developing and identifying opportunities and pathways to fund research and translational activity via public and industry funding sources, and bringing together multidisciplinary groups to address new research challenges;
- Supporting the preparation and maintenance of management reports and documents including financial spreadsheets, risk registers, IP portfolio and progress reports;
- Developing knowledge of a range of relevant public research and innovation funders, identifying opportunities to leverage funding, and supporting the development of high quality applications, including planning timelines for submissions, project management, collating required information from project partners and investigators, and helping to write proposals;
- Sharing intelligence, particularly in relation to 'yet to be announced' funding calls and supporting teams to respond to these funding opportunities;
- Identifying potential industrial partners for collaborative research and commercialisation opportunities, facilitating introductions with relevant academic expertise, and developing leads into funded projects;
- Maintaining websites and proactively engaging in other promotional and marketing activities. Pursue opportunities to promote the achievements of the Centres and Programme Grant through media such as university websites, trade and professional societies, local and national media, social media (particularly Twitter), and public talks, events and exhibitions;
- Leading the development of advocacy, public outreach and engagement activities for the Programme Grant across the partner sites. Develop and exploit the training and support available to staff at their host universities (including using creativity@home investment) to deliver a programme of outreach activities. Identify and develop opportunities to contribute to local and national activities such as National Science Week, the Leeds Festival of Science, the Cavendish 'Physics at Work' event for school children, and the Royal Society Summer Exhibition;
- Providing coordinated support across the full range of business development, finance, funding support, legal and commercialisation services and ensuring compliance with University policy and processes;
- Organise and service events such as consortium meetings, industry engagement workshops and seminar series, including the collation and dissemination of documents, and other administrative and logistical tasks. Attend these events to ensure arrangements are met;



- Monitor and respond to general enquiries via email, telephone and Twitter and assist in raising the profile of the Centres and Programme Grant across the University.

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 a Research and Innovation Development Officer you will have:

- A degree and relevant experience in a technical or scientific subject, preferably related to materials science, physics or electronics/electronic engineering;
- Experience of working with senior academics and funders of research in materials science, together with an understanding of the challenges related to carrying out research;
- Experience of working with industrial collaborators in research and innovation, and an understanding of their needs and motivations;
- Experience of the challenges involved in the promotion of public understanding of science;
- The ability to work in a complex organisation and be effective in working across interfaces at all levels, both internally and externally;
- Excellent verbal and written communication skills, with the ability to communicate complex matters to a variety of audiences at an appropriate level and experience of assisting with large-scale funding bids and a detailed knowledge of how to put together successful bids;
- Excellent interpersonal skills and a strong commitment and proactive approach to customer service;
- A self-starter with excellent organisational skills and project management skills, including the ability to prioritise and balance workloads, deliver results and meet targets under pressure;
- Experience of organising, facilitating and delivering high-profile events, including stakeholder workshops and/or sandpit style events;
- Strong analytical, creative and problem-solving skills;
- The flexibility to undertake occasional UK travel and to work beyond normal working hours for meetings and events;
- The ability to work both independently and as part of a team.



You may also have:

- A postgraduate research degree in a related area;
- Experience of working for a research funding body or commercial organisation;
- Experience working on multi-disciplinary research projects;
- A formal project management qualification;
- Knowledge of University research and innovation best practice;
- Knowledge of how academic research can be translated into commercial innovation opportunities;
- Workshop or meeting facilitation skills.

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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:

Mike Daw, Senior Research and Innovation Development Manager, Research and Innovation Services

Tel: +44 (0)113 343 2346

Email: m.j.daw@leeds.ac.uk

For additional information on working on the Terahertz project contact:

Professor Giles Davies, School of Electronic and Electrical Engineering, Faculty of Engineering

Tel: +44 (0)113 343 7075

Email: g.davies@leeds.ac.uk



Additional information

The [Faculty of Engineering](#) is proud to have been awarded the [Athena Swan](#) Silver Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

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.

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.

