



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

LSSI Engagement Officer, Faculty of Social Sciences



Salary: Grade 6 (£27,025– £32,236 p.a.)

Reference: ESLFO1075

Closing date: 26 August 2019

Fixed-term until 31 August 2022

We will consider flexible working arrangements

LSSI Engagement Officer

Faculty Office, Faculty of Social Sciences

Are you interested in the application of research in policy and practice and looking to further your career in one of the UK's leading research intensive universities? Would you like to help progress interdisciplinary social science research engagement opportunities? Are you confident at building excellent working relationships with academic colleagues and external partners?

This new post is a unique opportunity to support the engagement activities of a vibrant social sciences research institute that works to harness and advance interdisciplinary research across the University. You will take a lead in supporting the policy and public engagement of social sciences research at Leeds as well as fostering enhanced relations with the business community.

The Leeds Social Sciences Institute (LSSI) works to promote and champion the social sciences at Leeds both across the University and in collaboration with our external partners. It fosters interdisciplinary and international research collaborations, promotes relations with external partners in the public, private and third sectors and builds capacity through the provision of training and skills development for the next generation of research leaders.

You will need to establish a University-wide profile, forge strong links with key academics, build networks across the University and work in partnership with other research and innovation development professionals. You will have an interest in the application of research in policy and practice.

You will demonstrate the ability to work in an independent and self-managed capacity to provide high-level support to the Institute to achieve its strategic and operational objectives.

You will have experience of organising events and/or training within a large scale, complex organisation and/or experience of working in either the higher education sector or the voluntary, public or private sector supporting the application and impact of research on policy and professional practice. You will have an ability to organise your workload whilst also demonstrating a high degree of initiative. You will also have excellent written and oral communication skills and the ability to work under sustained pressure and to deliver to tight deadlines on multiple agendas.



What does the role entail?

As an LSSI Engagement Officer, your main duties will include:

- Identifying developmental needs and supporting academic staff skills development with respect to public/policy and business engagement, through the organisation of workshops, events, development opportunities and networking activities;
- Enabling more effective research collaborations by strengthening links and building new relations of trust with key external partners including national policy communities and major civil society organisations;
- Being responsible for the partnerships development portfolio of the LSSI, mapping and analysing existing relationships with existing policy/business partners, developing and maintaining a database of contacts;
- Working with others with the University to develop best practice amongst academics in policy engagement activities and acting as a champion for policy engagement and a means of enhancing impact from research;
- Acting as the primary point of contact for external partners and academics managing ongoing relationships / interactions with the policy and business community;
- Providing partnership development, consulting with research groups and external stakeholders, facilitating meetings and events to foster dialogue, engagement and knowledge exchange;
- Working with colleagues in the Research and Innovation Service, Policy Leeds, and other relevant University Research support Centres to stimulate and promote interdisciplinary collaboration between the University and external partners;
- Working with colleagues in LSSI and central marketing staff to promote engagement activities and opportunities. Developing promotional materials and templates for policy briefs, and a suite of resources;
- Leading on the development and organisation of the annual ESRC Festival of Social Science;
- Co-ordinating and providing clerical support for the administration, evaluation and reporting of policy and public engagement activities within the ESRC Impact Acceleration Account to support researchers in developing novel and exciting public and policy engagement projects and activities.



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 an LSSI Engagement Officer you will have:

- Persuasive communication and excellent interpersonal skills, with a record of building effective partnerships;
- An interest in supporting the impact of social sciences research;
- A flexible and adaptable approach, with the ability to work independently and under pressure;
- Substantial knowledge of the organisations, policies and relationships and of key potential external partners in the policy/business sector;
- An ability to develop and maintain productive relationships across all levels of staff, students and external partners, with a track record of collaborative and partnership working across boundaries;
- Excellent oral and written communication skills and attention to detail, with the ability to quality-assure / proof-read output for website, publications and reports;
- Experience of organising events and workshops within a large scale, complex organisation;
- Experience of working with stakeholder groups;
- Experience of working in an academic or research environment.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. 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:



Hannah Crow, LSSI Co-ordinator

Telephone: +44(0)113 343 8468

Email: H.E.Crow@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

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

Find out more about the [Leeds Social Sciences Institute](#).

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on 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.

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 page.

