



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Project Officer, Faculty of Social Sciences



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

The salary spine point is subject to external funding conditions, which will limit the salary at which an appointment can be made to a maximum of £27,025 p.a.

Reference: ESLSS1054

Closing date: 5 September 2019

Interview date: 24 September 2019

Part time, 60% of full time equivalent (21 hours per week). The working pattern can be flexible but we do require regular office attendance on a weekly basis.

Fixed-term from 1 September 2019 until 31 May 2021

We will consider flexible working arrangements

Research Project Officer

School of Sociology and Social Policy, Faculty of Social Sciences

This post is open to all candidates, including existing University Staff as a secondment

Are you an enthusiastic, organised and motivated individual, with an interest in race, migration, inequalities and post-industrial towns? Would you like to take an active role in supporting, promoting and disseminating a major new social science research project in the North of England? Do you have experience in managing research projects and enjoy working in research teams? Are you an excellent communicator with an interest in liaising with partners in local government and civil society organisations? Do you have strong skills in organisation and management and the ability to work actively with websites and social media?

You will work in the role of Research Project Officer on the ESRC funded project Northern Exposure: Race, Nation and Disaffection in “Ordinary” Towns and Cities after Brexit ESRC. The project is funded by the ESRC programme ‘Governance after Brexit’, part of the ‘UK in a Changing Europe’ initiative (see also <http://ukandeu.ac.uk/>).

The Northern Exposure project aims to develop new understandings of the past, present and future of multicultural Britain in diverse local settings across Northern post-industrial towns. As part of the project you will work closely with our partners which include local authorities in the North of England as well as with equality and anti-race discrimination organisations in civil society. You will support a research team consisting of Professor Adrian Favell and co-investigators Dr. Roxana Barbulescu, Dr. Yasmin Hussein, Dr. Albert Varela, Dr Paul Bagguley, Dr Andrew Wallace and Dr. Zinovijus Ciupijus, as well as other internal and external partners.

You will play a key role in managing and co-ordinating this project and are expected to assist the members of the team in the day to day activities and liaison with our partners. The role will be office-based at the University of Leeds and you will work closely on a daily basis with the Principal Investigator and other members of the project team.



The University of Leeds is a diverse, multi-cultural environment. We welcome applications from all sections of society and the successful applicant will be expected to work within University values and policies which are designed to promote dignity, diversity and inclusiveness.

What does the role entail?

As a Research Project Officer, your main duties will include:

- Daily management of an office and external communications for the project;
- Leading and delivering administrative support for the project in collaboration with the Principal Investigator;
- Organising and accounting on project-related travel and other activities;
- Contributing to the delivery of a strong social media presence, ensuring effective communication across the Project outcomes;
- Maintaining and regularly updating the Project website, newsletter, blog and Twitter, YouTube, etc;
- Providing support, information and advice to the Project team in relation to its planning, decision-making and problem-solving to ensure that the project is delivered to the required quality, on time and in budget;
- Supporting processes of data collection, public engagement and dissemination; diary co-ordination and venue booking, e-expenses, catering;
- Overseeing data storage, data sharing and data security;
- Managing project resources, including budget, by liaising with Human Resources, Faculty Finance and the Faculty Research Office;
- Managing project risks, including development of strategies for handling these effectively;
- Gathering and collating feedback from Project participants and stakeholders;
- Contributing to expanding research by assisting the team to strengthen collaborations with university-wide networks (research centres, research networks, university themes, 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 a Research Project Officer you will have:

- A degree or equivalent experience;
- Excellent written and verbal skills with a high level of interpersonal and intercultural skills;
- Experience of managing research projects and compiling reports in clear, accessible language;
- Experience of managing social media accounts and online presence;
- Capacity to work successfully both independently and as a member of a team;
- Capacity to work well with non-academic research user communities and to communicate effectively with professional collaborators;
- Good numeracy, word processing, spreadsheet and general IT skills;
- A willingness to travel to research sites, dissemination events and for occasional off-campus meetings for the duration of the Project.

You may also have:

- Relevant social science research methods training or postgraduate qualification;
- Experience of research user engagement and network building at local, national and/or international levels;
- A good understanding of research ethics;
- Experience of managing large amounts of research data.

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:



Professor Adrian Favell, Chair in Sociology and Social Theory, School of Sociology and Social Policy

Telephone: +44(0)113 343 8489

Email: a.favell@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 [School of Sociology and Social Policy](#).

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.

