



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Consumer Data Research Centre (CDRC) Manager,
School of Geography**



Salary: Grade 8 (£41,526 – £49,553 p.a.)

Reference: ENVGE1100

Closing date: 11 October 2019

Fixed-term until 13 February 2024 (External Funding)

We will consider job share and flexible working arrangements

Consumer Data Research Centre (CDRC) Manager, School of Geography, Faculty of Environment

Are you an experienced and capable project manager who has an interest in working with in the field of data analytics? This role offers an excellent opportunity for those keen to work in an exciting and multidisciplinary environment.

We are seeking to appoint a talented and highly motivated individual to join the Consumer Data Research Centre (CDRC). The CDRC was established in 2014 with funding from the Economic and Social Research Council (ESRC)- As Manager of the Centre, you will work closely alongside two Co-Directors, academics and business team to deliver a range of key strategic objectives as they relate to data services, research, training, outreach and communications. You will also be responsible for aligning the Centre's activities with the goals of the University, the ESRC and other key stakeholders; and for ensuring impact from research for a range of audiences, including the general public. You will build and maintain relationships with data partners and other engaged stakeholders.

The Centre Manager is responsible for managing the CDRC under the overall leadership of the Centre's Co-Directors. This includes, ensuring the successful implementation of the Centre's strategic and operational plans and coordination of day-to-day activities. The CDRC Manager is responsible for the effective delivery of the Centre's data service and has managerial oversight of the Centre's communications and training activities. The role involves ensuring that business and academic stakeholder needs are met through a variety of channels and services. Other responsibilities include liaising closely with partners at UCL and the University of Liverpool to ensure the harmonisation of the Centre's data services as well as representing the Centre at LIDA Senior Management Team meetings and stakeholder functions. Some travel may be required.

What does the role entail?

As a CDRC Manager your main duties will include:



- Alongside the Centre's leadership team, develop and implement the Centre's strategic plans, monitoring on progress and reporting to ESRC;
- Overseeing Centre operations and coordinate Centre activities through assigned staff; prioritize and delegate work activities;
- Representing the CDRC's interests at University steering group meetings;
- Meeting regularly with the Centre's Research Team to ensure that projects are progressing to plan and according to the directives of the management team
- Responsible for the effective delivery of the Centre's data service, ensuring that applications are progressed according to the CDRC's formal approvals process;
- Working with the Data Service Team to ensure that data are made available for researchers;
- Working with the CDRC Business Development Manager and Data Partners to negotiate Data Licence Agreements;
- Working with CDRC partner institutions at the University of Liverpool and UCL to ensure that service processes and procedures are aligned;
- Fully line managing a team of four staff, setting objectives and monitoring performance;
- liaising with the Centre's Co-Directors, Senior Administrators and relevant central support departments, to take responsibility for the effective financial management of the Centre's income and expenditure;
- Recording impact of KPIs across all areas (research, data sharing, data acquisition, training and capacity building, IT infrastructure and communications);
- Providing strategic oversight for the Centre's training and capacity-building activities; this will include working with the CDRC Administrators on the development of a programme of short courses;
- Directing and evaluating plans for communications and impact, working closely with the Centre's Public Engagement and Communications Officer and other members of the team regarding engagement and output impacts of the Centre;
- Reviewing and approving content for social media, website, newsletter and other publications;
- Representing the Centre in meetings with stakeholders, the public and other academic institutions.

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 CDRC Manager you will have:

- A first degree, preferably a social science degree;
- Prince2 or equivalent project management qualification;
- Experience of managing a research centre, academic institute or major project(s);
- Experience and demonstrated competence in the formulation, review and management of budgets;
- Experience of recruitment and development of personnel as well as day-to-day supervision;
- Experience of negotiating contracts, reviewing grant applications and other senior administrative tasks in a research environment ;
- Experience of managing relationships with external partners, including drafting proposals, letters, reports and other written communications;
- Ability to develop strategic approaches to functional and operational issues;
- Advanced skills in word processing, data management, presentation and electronic communication;
- Strong analytical, organisational and interpersonal skills;
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines;
- Ability to work independently with a positive, flexible and cooperative approach to tasks;
- The role holder will have access to sensitive information including staff salaries and funding agreements. Absolute discretion and confidentiality is needed.

You may also have:

- Knowledge of data sharing services and protocols;
- Knowledge of Information Security Management;
- Knowledge of the HE sector.

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 Mark Birkin](#), Co-Director, CDRC

Tel: +44 (0)113 343 6838

Email: M.H.Birkin@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is 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.

