



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Public Engagement Officer, Research and Innovation Service



Salary: 6 (£27,511 – £32,817 p.a.)

Reference: CSRIS1135

We will consider flexible working arrangements

Public Engagement Officer Research and Innovation Service

Are you a team player? Do you have experience of event management? Do you want to be involved in embedding public engagement institution-wide?

We are looking for an enthusiastic individual to join our dedicated Public Engagement with Research (PE) team to help implement and facilitate the delivery of our vision and strategic plan for public engagement as part of engaged research.

The PE officer will be reporting to the head of the PE team and will be part of the wider Research and Innovation Service team working closely with staff across the whole institution.

You must have experience of event management or public/patient engagement and be able to work effectively and proactively with colleagues within the University and other local partners. You will be educated to degree level or have equivalent experience with excellent organisational and interpersonal skills. You will need to quickly create and maintain strong working relationships with staff at all levels throughout the organisation and external to the University, be effective across a range of formal and informal teams and be a team player.

The PE team leads and manages the creation of a culture where excellent public engagement with research is better embedded within the University of Leeds and appropriately included within its policies, procedures and practices. We are taking an integrated approach which operates across the breadth of our institution and extends to all research disciplines. Specifically, our strategic approach for public engagement with research aims to make PE supported, valued, and rewarded; and integrated within policies, practices and procedures.

This post provides an exciting opportunity to be involved in further embedding public engagement at the University of Leeds and being part of an enthusiastic and dedicated team.

What does the role entail?

As a Public Engagement Officer your main duties will include:



- Supporting staff skills development with respect to public engagement, through the organisation of workshops, development opportunities and networking activities;
- Developing, organising, supporting and servicing public engagement networking groups and the delivery of the Engagement Excellence mentoring Scheme;
- Engaging with staff and students to develop a shared understanding of the range, diversity and value of our public (and patient) engagement activities;
- Moving forward the on-going development of high profile platforms for engagement established at the University to support researchers in their public engagement work, evaluate and report on these activities;
- Developing, implementing and reporting on the results of online surveys of staff, students and stakeholders;
- Horizon-scanning to identify and develop potential resources for public engagement and public/patient engagement;
- Co-ordinating and provide clerical support for the administration, evaluation and reporting of small grant schemes to support researchers in developing novel and exciting public and patient engagement projects;
- Developing content for web pages for the PE team and colleagues in the wider Communications team. Contribute to these web pages with current written copy, information aimed at showcasing best practice in public engagement;
- Supporting the development of systems, monitoring and evaluation of the team's activity to inform the improvement and effectiveness of the service.

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 Public Engagement Officer you will have/be:

- Educated to degree level or have equivalent experience;
- Excellent organisational skills with experience of organising and managing events, the ability to prioritise a varied workload, work accurately to tight deadlines and cope well under pressure;
- Excellent communication, interpersonal and negotiating skills with the ability to liaise effectively with a diverse audience in a confident, friendly and articulate



manner and the ability to communicate complex ideas in a clear, accurate but accessible way;

- Accuracy and a strong attention to detail in all aspects of work;
- Experience of facilitating the work in a small team as well as a demonstrable ability to work independently;
- Understanding of key concepts and principles of public/patient engagement;
- Excellent IT skills including experience of standard office systems and applications, email and digital communications;
- Understanding of the diverse nature of the University community and a willingness to work with staff, students and visitors (as appropriate) from a wide range of backgrounds, upholding the University value of inclusiveness;
- An adaptive, can-do and proactive approach.

You may also have:

- Experience of writing copy for a wider audience;
- 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:

Dr Alexa Ruppertsberg, Public Engagement Team Leader

Tel: +44 (0) 113 343 1149

Email: a.c.i.ruppertsberg@leeds.ac.uk

Additional information

On occasion, flexible hours of working (including work in the evenings and at weekends) may be required to facilitate the team's work.



For further information about the Public Engagement Team please visit <https://comms.leeds.ac.uk/public-engagement/>

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

All staff are expected to operate in line with the university's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>

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.

