



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Advanced Materials Research Manager
Faculty of Engineering & Physical Sciences



Salary: Grade 7 (£33,797 – £40,322 p.a.)

Reference: EPSFO1016

Closing date: 12 July 2020

Fixed term until 30 May 2022

We will consider flexible working arrangements

Advanced Materials Research Manager: Bragg Centre for Materials Research and Royce at Leeds

Are you an experienced and ambitious research manager and engagement 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 a leading advanced materials research centre through excellent engagement with academic members and external partners?

As Research Manager, you will provide professional support to the Director of the Bragg Centre for Materials Research (www.leeds.ac.uk/bragg) and the Centre's research and innovation team to ensure engagement with, and effective promotion of, the Centre from those both within and beyond the University of Leeds. Your role will be vital in engaging the Centre's 200 members and external partners, and to build on the Centre's reputation as a place in which to conduct world-leading science and engineering. You will work closely with the Henry Royce Institute of Advanced Materials (www.royce.ac.uk), of which Leeds is a founding member, as well as supporting a small number of large strategic research programmes in the University such as the EPSRC HyperTerahertz project.

The role will embrace substantive management, engagement, reporting and administrative functions, and necessitate interactions with a wide range of stakeholders across and beyond the University of Leeds including senior academics and early career researchers, industrial partners, marketing and communications, facility managers and technical staff, research and innovation professionals, and professional support staff. The role will also include engagement with external stakeholders including our partners in the Royce Institute and on research programmes, industry, and international collaborators.

You will be supported in your role by a Centre Administrator, who you will line manage. As Research Manager, you will have significant professional, service and project management experience, and be able effectively to represent and promote the Centre and allied research programmes and communicate their strengths. Management and/or administrative experience in a Higher Education institution, or equivalent, is desirable, along with strong leadership skills and the ability to develop and implement new processes to ensure the long-term sustainability of the Centre. You will possess excellent interpersonal and communication skills, be able to show initiative and



creativity, and have the ability to deal diplomatically and effectively with a range of stakeholders both internal and external to the University.

What does the role entail?

As an Advanced Materials Research Manager, your main duties will include:

- Develop and support a coherent programme of activities for Bragg Centre members, including an annual symposium and regular interdisciplinary engagement events;
- Develop and implement an ongoing communications strategy including via web presence and social media for the Centre, Royce at Leeds, and the strategic research programmes;
- Support effective promotion for the Centre, Royce at Leeds, and the strategic research programmes, working with University marketing and communications professionals and others;
- Promote the Centre through attendance at events, and preparing effective marketing and promotional materials;
- Develop content to help promote positive outcomes from the Centre and its involvement with the Royce Institute, such as news and case studies;
- Prepare and coordinate Bragg Centre biannual reports for senior management and external audiences;
- Prepare and coordinate reports for the strategic research programmes, sourcing material from across the consortium membership;
- Develop promotional materials and support events associated with public engagement and outreach, and provide leadership in the preparation of applications to major UK science festivals;
- Co-ordinate the Bragg PhD studentships, such as arranging bespoke events, and coordinating with other activities and training at the University organised with other relevant Centres for Doctoral Training (CDTs);
- Manage the recruitment process for Bragg PhD studentships and internships;
- Maintain equipment databases, and ensure that they are up-to-date on external sites;
- Work with the network of Experimental Officers and technicians to provide support and promote external access to Leeds facilities;
- Monitor and capture management information related to equipment and facilities;



- Work with the Royce Institute for promotion, outreach, and events, such as business engagement workshops, PhD training schools, and student conferences;
- Attend Royce Institute operational and communications meetings;
- Attend and support the strategic research programme consortium meetings and related events;
- Oversee the provision of reports for the Centre, Royce Institute and the strategic research programmes;
- Line management of the Centre administrator.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties will be required consistent with the grade of the post.

What will you bring to the role?

As Advanced Materials Research Manager you will have:

- Substantial professional and managerial experience;
- Strong leadership skills, with some experience of staff management;
- High level of interpersonal skills, demonstrating excellent team working capabilities and an ability to develop and maintain good working relationships at all levels, both internal and external to the University;
- Excellent written and verbal communication skills including the ability to collate information from a diverse set of sources and present this to a range of audiences both internal and external to the University;
- Experience of communications and marketing, particularly to an academic and technically-literate business audience;
- Strong reasoning and analytical skills, with a demonstrable capacity to use own initiative and creativity, make decisions on behalf of the Director and other senior members of the team, and work with minimal supervision;
- Significant service and project management skills and organisational skills, including a willingness to work flexibly and under pressure, with the proven ability to plan and organise own workload identifying priorities to meet tight deadlines;



- A willingness to work away from Leeds on occasion as necessary, including evenings and weekends, when supporting externally-facing activity e.g. at a UK science festival or a research consortium meeting;
- Experience and a detailed understanding of developing and implementing systems and processes;
- High proficiency and experience in using Microsoft Office applications (especially Word, Excel, PowerPoint, and Outlook);
- A willingness to be adaptable and to learn new skills as needed.

You may also have:

- An understanding of the language and terminology associated with materials science and engineering, and related fields;
- Experience of working within a Higher Education establishment or equivalent.

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:

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Additional information

The [Faculty of Engineering and Physical Sciences](#) 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.

