



**UNIVERSITY OF LEEDS**

## **Careers with Research Consultant, Organisational Development and Professional Learning**



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

**Reference: CSODP1037**

**We will consider flexible working arrangements**

## Careers with Research Consultant Organisational Development and Professional Learning

**Are you passionate about developing others? Do you have experience of supporting research staff and postgraduate researchers to develop their careers? Are you keen to contribute to the development of services to support excellent academic practice and career development?**

You will be positive, enthusiastic and self-motivated with excellent facilitation and interpersonal skills, plus extensive relevant experience and knowledge to enable you to provide effective support to academic colleagues and Postgraduate Researchers (PGRs). Our portfolio supports the delivery of the University's strategy for Research and Innovation and includes: tailored provision for postgraduate researchers and supervisors; programmes for Early Career staff including Post-Doctoral researchers and University Academic Fellows; and continuing professional development for essential research practice such Research Ethics and Research Impact. This post will focus on career development support for postgraduate researchers and early career researchers.

The Academic Practice Team is part of the Organisational and Professional Development Department (OD&PL). Our provision is shaped by the University strategy and priorities, and is informed by sector standards and best practice in learning, teaching and research development. This is an exciting time to join the OD&PL team at Leeds as we develop new approaches to academic practice and professional learning, spanning the breadth of academic roles and career pathways.

### What does the role entail?

As a Careers with Research Consultant your main duties will include:

- Providing career development advice information, and guidance to postgraduate researchers and early career researchers of the University, in individual and group sessions;
- Working with the academic practice team, faculties and academic departments, the Careers Service and external stakeholders to deliver and broker careers development activities for researchers including PGRs;
- Developing a range of interactive online learning resources and guidance materials to complement face-to-face delivery, using a variety of technologies;





- Independently, and collaboratively where appropriate, developing and managing a variety of projects to enhance the range of support and career development options open to researchers;
- Maintaining expertise about the employment market and opportunities for careers with research e.g. through independent research, national and regional events, employer contacts and liaising with the Careers Service;
- Using a variety of methods, including social media platforms, to communicate with researchers and employers;
- Representing OD&PL on relevant committees, working groups and networks within the institution and beyond;
- Leading projects and strands of OD&PL's work;
- Managing and developing staff and acting as a mentor to less experienced colleagues;
- Working collaboratively as part of the wider OD&PL team, contributing to its broad range of learning and development services;
- Engaging in continuing professional development in order to maintain high levels of professionalism and expertise in careers development information, advice and guidance, and to ensure that development carried out by the team is research-informed and evidence-based.

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 Careers with Research Consultant you will have:

- Recent experience of leading and delivering successful career development and guidance support for researchers;
- In-depth knowledge and understanding of the careers with research landscape, and the knowledge, skills and experience gained by PGRs and researchers and the value these have to potential employers;
- In-depth knowledge and understanding of the UK Higher Education (HE) context and the implications for academic practice and career development;
- Experience of designing, delivering and evaluating training and development for researchers, with well-developed training and facilitation skills;



- Experience of producing online and blended learning courses and resources to complement face to face delivery and optimise access to development;
- Experience of establishing rapport and ability to empathise with a broad range of people from diverse backgrounds;
- Ability to work flexibly with colleagues and to adopt a creative problem-solving approach in order to understand, influence and work credibly with a wide variety of individuals, groups and teams at all levels;
- Experience of successfully planning and leading projects;
- An enthusiastic and collaborative approach to achieving the aims of the OD&PL department, with a commitment to customer service, team work and shared goals;
- A higher education degree or equivalent experience;
- An appropriate professional qualification e.g. a PG Dip or Masters in Careers Education and Guidance.

You may also have:

- Fellowship of the Higher Education Academy;
- Experience of research in Higher Education.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Dr Emma Spary, Researcher Development and Culture Team Leader**

Email: [E.J.Spary@leeds.ac.uk](mailto:E.J.Spary@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](mailto: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.

