



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

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



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

**Due to funding restrictions an offer will not be made above £45,361 pa**

**Reference: ENVGE1128**

**Fixed-term until 31 March 2022 (External Funding)**

**We will consider job share and flexible working arrangements**

## **Consumer Data Research Centre (CDRC) Research and Impact Manager, School of Geography, Faculty of Environment**

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

Formed in 2014, the Consumer Data Research Centre (CDRC) at Leeds is delivering insights into human behaviour using consumer and commercial datasets. The CDRC continues to grow and as such is seeking a talented and highly motivated Research and Impact Manager who can help us deliver impact from our data assets and affiliated projects. We are looking for someone who can oversee a portfolio of projects and deliver innovative support for both new and ongoing research.

Working with a team of academics and researchers you will help us to deliver excellent research which utilises our unique data assets. You will be involved in the complete lifecycle of the project, from inception and planning, through to delivery and dissemination of outputs. As such you will have the opportunity to be involved in the delivery of substantial projects which achieve wide reaching impact and ultimately raise the profile of the CDRC.

As Research and Impact Manager you will oversee the delivery of CDRC research projects and to maximize their wider impact. You will be responsible for developing a project initiation process that ensures research delivers appropriate outcomes and impact, and for defining a framework for collating data and narratives on research impact. With these frameworks in place, you will track the progression of research projects, supporting academics and researchers in delivering objectives, and promoting collaboration with stakeholders. Working with the wider CDRC team, you will help coordinate the delivery of diverse, high-impact research outputs, from journal papers and conference publications, to blog posts and tweets.

You will also play an important role in advising the Centre Manager and Directors on financial matters, producing forecasts and plans for expenditure throughout the grant.



## What does the role entail?

As a Research and Impact manager your main duties will include:

- The end-to-end oversight of academic projects which utilise the centres data assets and aligned research activity;
- Developing of clear processes and structures for project initiation and oversight, to maximise the benefits of research to academics and stakeholders;
- Working with the Centre Manager and business team to develop and ensure processes are effective for the delivery of research;
- Working with the Data Service Team to ensure that data are made available for researchers;
- Working with the CDRC Business Development Manager, work with Data Partners to negotiate Data Licence Agreements;
- Recording research impact across project portfolio through collection of data and narratives, working with REF leads where appropriate to highlight the impacts of the CDRC;
- Working with the communications officer, delivery of outputs for a range of end-users, including academics, policy makers and the public;
- Representing the Centre in meetings with stakeholders, the public and other academic institutions;
- Be responsible for the production of key financial information and management reports including; the compilation, analysis/recommendations and production of detailed budgets and expenditure;
- Contributing to the implementation of the Centre's financial plan for the management of resources across the Centre, and UoL and ESRC financial policies and procedures are adhered to;
- Preparing financial statements and records on Centre projects for internal and external agencies;
- Monitoring the centres expenditure and advise the centre Manager and Director on key spending to assist in planning and decision making.

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 Project Manager you will have:

- Educated to degree level;
- An awareness of academic research within the HE sector, with a focus on data analysis;
- An understanding of research impact (including via the REF) and outreach, with experience of using data and narratives to describe research impact;
- Experience and demonstrated competence in the formulation, review and management of budgets;
- 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.

You may also have:

- Knowledge of data sharing services and protocols;
- Data analytics skills and experience producing or supporting academic outputs.



## 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 Nik Lomax, Co-Director, CDRC**

Email: [N.M.Lomax@leeds.ac.uk](mailto:N.M.Lomax@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.

