



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Engagement and Impact Officer (Net Zero and Future Economy), Faculty of Environment



Salary: Grade 7 (£34,304 – £40,927 p.a.)

Reference: ENVEE1575

Part time: 80% FTE

Fixed-term until 31 March 2024 – due to external funding

We will consider job share / flexible working arrangements

We welcome applications from candidates whose organisation would support a secondment

Interviews are expected to take place on 15 July 2022

Engagement and Impact Officer (Net Zero and Future Economy)

School of Earth and Environment, Faculty of Environment

Do you have experience working with the public, private or third sectors on the design and delivery of climate strategies? Do you have expertise relating to the transition to net zero and the implications of climate change for the economy and employment? Do you have strong analytical, organisational and communication skills and experience in supporting extensive stakeholder engagement?

We are looking for an Engagement and Impact Officer to play a central role in driving climate action in the Yorkshire and Humber region.

The Yorkshire and Humber Climate Commission (YHCC) is an independent advisory body working with combined and local authorities and with other public, private and third sector (i.e. NGOs and community-based) organisations across the region. It has the goals of supporting the transition to net zero, promoting climate resilience, protecting and restoring nature, and facilitating a just (i.e. a fair and inclusive) transition across the region.

Established at the start of 2021, the YHCC prepared and published the Yorkshire and Humber Climate Action Plan (CAP) in November 2021. The Commission is now working with multiple stakeholders – especially combined and local authorities, businesses and communities and more local climate commissions - to build capacities for the delivery of the CAP.

To support and shape its ambitious work programme, we are seeking a motivated and proactive Engagement and Impact Officer to work with the YHCC to support the region's transition to net zero carbon emissions and to help promote a sustainable economy across the region. Also supporting the work of the Leeds Climate Commission, the post will be funded by the University of Leeds as part of its 'Climate Principles' commitments that seek to support climate action in Leeds and the wider region.

The appointed candidate will work with the Commission – and especially with its Net Zero Working Group and its Future Economy Panel – to:



- a. analyse best practice and understand how it can be promoted across the region;
- b. help to organise open and inclusive stakeholder consultations and to support/participate in events on the above;
- c. support others in the effective delivery of practical climate actions relating to net zero and the future economy.

The Engagement and Impact Officer (Net Zero and Future Economy) will be a central part of the Secretariat that supports the YHCC. The Secretariat – which is based at the University of Leeds but works across the region – includes two Co-Directors and a number of engagement and impact officers, communications and engagement specialists and project managers/administrative support staff. Beyond the Secretariat, the appointed candidate will work with the Chair of the Commission, the Co-Chairs of the Net Zero Working Group and the Future Economy Panel and with the Commission, its national and regional policy for a and its working groups and panels.

You will have expertise relating to climate change in general and particularly to net zero and the sustainable economy. You must have strong analytical and communications skills and excellent interpersonal and organisational skills. You should also have experience in engaging and working with public, private and third sector actors and in supporting stakeholder engagement activities. You should be a strong team player but also have the ability to exercise initiative and work independently. Diplomatic and discreet in approach, you will be skilled at managing a broad range of relationships in a balanced and effective way.

What does the role entail?

As the Engagement and Impact Officer (Net Zero and Future Economy), your main duties will include:

- Participating in the work of the Commission and its working groups and panels;
- Engaging with stakeholders in the region, especially in combined and local authorities, other public sector organisations, businesses, NGOs and communities and the Leeds Climate Commission;
- Supporting the relevant Co-Director and the Co-Chairs of the Net Zero Working Group and the Future Economy Panel and taking a leading role in the effective organisation of working group and panel meetings;



- Conducting analysis on different aspects of net zero and the future economy, especially on best-practice approaches that could be adopted more fully in the region;
- Helping the Commission to ensure an integrated and joined-up approach that spans its different objectives (i.e. net zero, climate resilience, nature recovery and just transitions) and activities.
- Helping to organise, run and prepare the outputs from 'Delivering Impact' sessions on key themes relating to net zero and the future economy to be organised by the Commission;
- Playing an active role in especially on-line stakeholder engagement activities on net zero and the future economy that the Commission will run to consult on the outputs of these best practice sessions;
- Supporting the wider communications and engagement activities of the Commission, for example through preparation of briefings for the Commission, for regional and national policy fora or content for the web-site or for public engagement events;
- Working to connect the regional work of the Yorkshire and Humber Climate Commission with the city-facing work of the Leeds Climate Commission;
- Playing an active role in the preparation of segments of the proposed 'State of the Region' report that the Commission is preparing for launch in early 2024.

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 an Engagement and Impact Officer (Net Zero and Future Economy) you will have:

- A degree and/or work experience relating to climate change, net zero and the future economy that is directly relevant to the region and to the work of the YHCC;
- Familiarity with the work and priorities of key stakeholders in the region, including those of the combined and local authorities, other public sector organisations, businesses, NGOs and communities;
- An ability to work in an open and diplomatic way with diverse stakeholders with different perspectives and priorities;



- Strong analytical skills and the ability to identify and evaluate best practice approaches relating to net zero and the future economy that could be adopted in the region;
- Experience in organising and supporting meetings and events that can require complex arrangements:
 - An ability to support stakeholder engagement activities in diverse forms, whether through face-to-face events or on-line platforms;
 - Excellent prioritisation and organisational skills, and an ability to work under sustained pressure and to tight deadlines;
 - Ability to exercise initiative and work independently, managing your own workload;
 - Excellent written and verbal communication skills;
 - Computer literacy (including substantial experience of Microsoft Word, Outlook, Excel and PowerPoint);
- Ability to work with a high level of accuracy and attention to detail including proof-reading skills;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- Proven ability to develop and maintain effective working relationships with colleagues at all levels and external bodies, working with a high level of integrity, discretion and confidentiality.

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.

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.



Contact information

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

Andy Gouldson, Professor of Environmental Policy & Co-Director of the Yorkshire and Humber Climate Commission/Chair, Leeds Climate Commission

Email: A.Gouldson@leeds.ac.uk

Additional information

Find out more about the [Faculty of Environment](#).

Find out more about our [School of Earth and Environment](#).

Find out more about our [Research and associated facilities](#).

Find out more about [equality](#) in the Faculty.

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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.

