



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Senior Engagement and Impact Officer (Regional Policy and Planning),  
Faculty of Environment**



**Salary: Grade 8 (£42,149 – £50,296 p.a.)**

**Reference: ENVEE1577**

**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 22 July 2022**

## **Senior Engagement and Impact Officer (Regional Policy and Planning)**

### **School of Earth and Environment, Faculty of Environment**

**Do you have experience working with the local or combined authorities on the design and delivery of climate strategies? Do you have expertise relating to local or regional policy and planning and of engaging in climate policy debates at the national level? Do you have strong organisational and communication skills and experience in supporting extensive stakeholder engagements?**

We are looking for a Senior Engagement and Impact Officer-to play a central role in engaging with local and combined authorities to support the delivery of climate-related policies and plans in the Yorkshire and Humber region, and in engaging with politicians and policy makers on how national policy can better support regional and local climate actions.

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 Senior Engagement and Impact Officer to work with the YHCC in its engagements with local and combined authorities across the region on the development of climate-related policies and plans, and with politicians and national policy makers on how UK policy could better support regional and local climate actions. 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 its Regional Climate Policy Forum and its National Climate Policy Forum – to:

- a) Engage with elected members and officers in the local and combined authorities across the region to address key challenges relating to climate change;
- b) Work through the Commission's Regional Climate Policy Forum to develop and spread best-practice in the design and delivery of climate-related policies and plans across the region;
- c) Work through the Commission's National Climate Policy Forum to engage with MPs and policy makers in key national government ministries to articulate the needs/opportunities for national policy changes that could better support regional climate action.

The Senior Engagement and Impact Officer (Regional Policy and Planning) 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 and with the Commission, its national and regional policy fora and its working groups and panels.

You will have expertise relating to local or combined authorities and the design and delivery of climate-related policies and plans. 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 Senior Engagement and Impact Officer (Regional Policy and Planning), your main duties will include:

- Participating in the work of the Commission and its working groups and panels;



- Leading the Commission’s engagements with local and combined authorities and with other stakeholders in the region, especially in other public sector organisations, businesses, NGOs and communities and the Leeds Climate Commission;
- Leading the Commission in the effective organisation and running of the quarterly Regional Climate Policy Fora and the six-monthly National Climate Policy Fora;
- Conducting analysis on different aspects of climate-related policies and plans, for example relating to housing, transport, energy, economic development, land-use planning or nature protection;
- 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.
- Supporting delivering impact sessions on key themes relating to climate resilience and land, water, nature and food to be organised by the Commission;
- Supporting on-line stakeholder engagement activities on climate resilience and land, water, nature and food 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 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 (Regional and National Policy and Planning) you will have:

- A degree and/or work experience relating to climate change, climate resilience and land, water, nature and food that is directly relevant to the region and to the work of the YHCC;



- Direct experience in the design and delivery of climate-related policies and plans in local or combined authorities;
- Experience in engaging with politicians and policy makers at the national level, and familiarity with national policies and plans that shape local and regional capacities for climate action;
- Familiarity with the work and priorities of key stakeholders in the region, including those of 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 climate resilience and land, water, nature and food 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 online 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](mailto: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](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.

