



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Assistant in Sustainability and Business, Faculty of Environment



Salary: Grade 6 (£30,487 – £36,024 p.a. depending on experience)

Reporting to: Dr Rory Padfield

Reference: ENVEE1743

Fixed term for 36 months to complete specific time limited work

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Overview of the Role

Do you have a passion for sustainability and economics? Would you like to be part of an enthusiastic team delivering popular MSc degrees in Ecological Economics and other sustainability fields? Do you have administrative experience of organising seminars, conferences and fieldwork? Can you help deliver and develop these degrees, working with leading academics and with students?

The [School of Earth and Environment](#) has a highly successful suite of teaching programmes on sustainability, at undergraduate and postgraduate levels. We are looking for a highly motivated individual with expertise in sustainability and business to contribute to teaching and administration of [MSc Sustainability & Business](#), led from the School of Earth and Environment. The [MSc Sustainability & Consultancy](#) is also a closely connected programme. You will have a first degree and a Master's degree in a relevant subject, ideally with relevant experience.

In addition to helping deliver classroom and field teaching, you will support the logistics of running the programmes, such as organising events, fieldtrips and engaging with external partners. You will also support students on the programmes to engage with university processes and to build a sense of belonging.

You will be a member of the Sustainability Research Institute, an internationally leading centre for research and teaching in the environmental social sciences.

Main duties and responsibilities

- Supporting the provision of high quality lectures and seminars;
- Supporting students to engage with university processes and systems;
- Participating in the organisation of field trips and the training of MSc students on these trips;
- Contributing to recruitment activities e.g. open-days and outreach events;
- Contributing to induction activities and the development and refinement of resources and activities to support the transition to masters-level study;
- Contributing to the development of MSc projects with industry partners and helping to sustain industry links;



- Administration associated with projects/dissertations e.g. training and seminars, supervisor support, presentation scheduling;
- Providing support for the development and maintenance of alumni networks;
- Supporting and organising employability events, industrial advisory boards and teaching team meetings;
- Collating data to inform module and programme reviews.

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.

Qualifications and skills

Essential

- An undergraduate or master's degree in sustainability or a closely allied discipline;
- Effective communication and interpersonal skills;
- Time management and multitasking skills with the ability to balance competing demands;
- A commitment to personal training and development;
- The ability to support students with diverse learning needs and to recognise when there is a need to refer matters to other appropriate parties;
- Good interpersonal and communication skills, both written and verbal and the ability to communicate effectively with a wide range of stakeholders;
- A proven ability to work well both individually and in a team;
- The ability to work unsupervised and to use your own initiative.

Desirable

- Experience of developing and implementing sustainability in business or consultancy;
- Experience in the delivery of teaching in a university environment;
- Experience of field and seminar teaching.

Additional information

Please note: If you are not a British or Irish citizen, 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.

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

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

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

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

Our University

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, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. 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

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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 hr@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.

