



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Programme Manager - Inspiring Futures for Zero Carbon Mobility – Faculty of Environment



**Salary: Grade 7 (£37,099 – £44,263 p.a. depending on experience)**

**Reporting to: Greg Marsden**

**Reference: ENVTR1199**

**Fixed term until 31 July 2029 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

**Would you like to be part of a major collaborative research initiative to help tackle transport's contribution to the climate crisis? Are you looking to apply your programme management and organisational experience to a new challenge? Do you thrive on working in an exciting and creative environment committed to making a difference?**

Inspiring Futures for Zero Carbon Mobility (INFUZE) is a major £7.8m five year research grant funded by the Engineering and Physical Sciences Research Council. Working across the Universities of Leeds, Lancaster and the Royal College of Art INFUZE is seeking to achieve transformative change in how transport works, addressing the climate challenge whilst improving fairness and quality of life. INFUZE is an exciting new collaboration which will work with citizens and businesses to re-imagine our transport systems. The programme will build an increasingly ambitious suite of real world trials with communities, transport providers and government partners. To deliver on our ambitions requires a clear vision, the effective facilitation and management of complex interactions within the team and with our external stakeholders and a can do attitude.

Working with the leadership team of the INFUZE grant, you will lead in the establishment of the key research management, partnership development and trial delivery support infrastructure to enable the grant to deliver on its ambitious agenda. As INFUZE Programme Manager, you will have responsibility for managing all of the day-to-day operations of the Centre. You will need to build effective relationships with academics and professional services colleagues across the University and with our external partners. You will have specific responsibility for reporting on budgets, setting up new processes, systems and coordinating the governance structures, working with HR to support recruitment and managing the administration and reporting of the grant and its activities.

This exciting new role will suit a pro-active and highly adaptable individual with significant experience in business support, office management or programme management. You will have experience of building effective working relationships and managing people and processes across a complex organisation. You will have excellent communication and problem-solving skills with an ability to influence and negotiate with others effectively. You will establish new systems and structures to ensure the effective operational running of the INFUZE grant, and will develop,



implement and evaluate key objectives which align to, and deliver, the Centre's overall vision and strategy. You will be committed to the values of the team and to developing a culture of transparency, equality, and mutual benefit. This post offers an exciting opportunity to be part of the University of Leeds's world-leading research in tackling the climate crisis. The role will be supported by a part-time Project Officer (Grade 6).

## Main duties and responsibilities

- Managing the INFUZE project throughout the various stages of the lifecycle, ensuring effective planning/scoping, resourcing, project delivery, communication and engagement, risk management, and governance;
- Acting as a member of the Centre Management Group contributing to the development and delivery of the project goals, reporting on key issues and opportunities;
- Working closely with the INFUZE academic team to ensure that the projects is well supported and outcomes align with the project goals;
- Engaging with the programme of work, including participating in key stakeholder events, providing support and guidance as necessary.
- Planning for and managing communications and engagement with all groups of stakeholders affected by the project;
- Co-ordinating the operational aspects of projects and other related activities, for example arranging meetings of relevant project groups and ensuring actions and decisions are captured and monitored on a regular basis, in conjunction with the Project Officer;
- Independently dealing with project-related queries, or resolving queries through liaison with the relevant stakeholder(s), to ensure responses are dealt with promptly and accurately;
- Making recommendations for ways in which the INFUZE project can develop further;
- Maintaining your own continuing professional development and acting as a mentor to less experienced colleagues as appropriate;
- Line management of the Project Officer with responsibility for ensuring that they are motivated, supported, and have career development opportunities.

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

- Experience of developing, contributing and managing projects and strategic planning initiatives;
- Experience of creating accurate and timely documentation for review at an executive level;
- The ability to work confidently and assertively with a range of senior stakeholders, using coaching, negotiating, communication and influencing skills to achieve successful outcomes;
- The ability to manage conflicting demands and tight timescales through strong organisation and prioritisation skills;
- Experience of managing project teams/workstreams, achieving results through other people without necessarily using formal line management authority;
- An ability to ensure delivery of stated project outcomes through strong organisation and prioritisation skills;
- Strong problem solving and analytical capability; confident dealing with complex financial, performance, strategy and organisational information;
- An ability to work on own initiative and as part of a team;
- A clear personal motivation for the goals of the project;
- Excellent IT skills with proficiency in using Microsoft Office software;
- Interpersonal skills and the ability to communicate effectively and professionally with people at all levels;
- Ability to work collaboratively with others with experience of partnership working and forming new cross-organisation and multidisciplinary networks;
- Experience of creative problem solving and an ability to take a proactive approach to identifying problems and implementing solutions.

### Desirable

- Previous experience working in a Higher Education environment and with university processes and systems;
- Experience of using project management software or tools to manage and track project delivery;
- A formal project management qualification;
- Experience of engaging with community groups.



## Additional information

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.

Find out more about the [Institute for Transport Studies](#).

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 [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.

