



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Impact and Industry Engagement Manager,
Faculty of Engineering and Physical Sciences



Salary: Grade 8 (£45,585 – £54,395 p.a.)

Reference: EPSFS1011

Location: Leeds campus

Closing date: Monday 12 August 2024

Full-time, ongoing

We are open to discussing flexible working arrangements

Overview of the role

You will be responsible for leading the development, support, and monitoring of impact and industry engagement related activities within the Faculty, working in collaboration with colleagues within the Faculty and across the University. This will require the development and execution of a strategy for industry, policy and practice engagement and for accelerating the translation process between research excellence and industrial, policy and societal impact. This includes support to the generation and capture of impact for future Research Excellence Framework (REF) submissions.

The Impact and Industry Engagement Manager will be a member of the Faculty support team and work with the Executive Dean, Deputy Dean, and Pro-Dean for Research & Innovation. You will take an active role in the Faculty Research and Innovation Committee, working with the Directors of Research and Innovation and academic Research Impact Leads within each of the constituent schools, the Faculty research centres and Institutes, as well as liaising widely with academic staff across the Faculty.

This role will also involve working with other key professionals supporting research, communications and industry engagement within the Faculty and the University, including the Faculty Research and Innovation Managers, the Faculty Research Office, the Faculty Communications Manager, and the Faculty Employability Team. A major part of the role is initiating and developing relationships with industrial and commercial partners to showcase our Faculty's research achievements and build lasting academic-industry partnerships to enhance the Faculty's research income and impact. You will need to be able to demonstrate excellent written and oral communication skills to support a range of different impact and innovation activities.

Main duties and responsibilities

- Providing strategic leadership and operational support for the development and implementation of the Faculty strategy for industry, policy and practice engagement and research impact through close working with a range of key colleagues and stakeholders.
- Pro-actively supporting academics in maximising the impact from their research through providing expert advice and guidance, encouraging



participation in industry engagement activities, leading strategically focused impact events, and developing relevant support materials.

- Working closely with relevant academic and professional service teams to build and maintain a good breadth and depth of understanding of academic research interests, as well as existing and emergent impact and engagement activity linked to these.
- To identify and grow strategically important industry engagement opportunities, including proactively developing contacts and managing relationships with new external partners, and working with academics to lead the development of industry facing business cases and funding proposals.
- Working with School Directors of Research and Innovation, Impact Leads, research centres and institutes and individual members of academic staff by advising on the routes to achieve impact in the conception and design of research projects, developing and supporting engagement and evaluation strategies that lead to impact from beginning to end of a research project.
- Leading the development of faculty wide systems and structures that support capturing, tracking and retention of industry partnerships and evidence of impact, including developing resources and tools to support data gathering and evaluation of knowledge translation and impact activities and setting and maintaining standards for engagement activities.
- Providing expert advice and guidance to academic staff, Impact Leads and Unit of Assessment (UoA) Leads in the preparation of REF impact case studies and impact statements by reviewing, analysing and interpreting data and information as evidence of the impact of research and managing compliance with REF requirements. This will include coordination of engineering (UoA 12) REF Impact activities, working with School and Faculty UoA12 academic REF leads.
- Liaising with the University's press office and Faculty communications colleagues to highlight and promote successful research outcomes, external partnerships and impacts, supporting the production and review of internally and externally facing content, where relevant.
- Working with the University's Knowledge Exchange and Impact Team, Business Engagement and Enterprise team, and with the Research and Innovation Service and Research Impact Managers in other faculties, centres and institutes to provide a leading role in influencing the strategy and delivery of the University's Impact and Research Engagement Strategy and in sharing best practice for the development, reporting and evaluation of impact activities.



- Proactively engage with and, where appropriate, develop new networks across the HE sector, staying up to date with national developments regarding Impact, Industry and Public Engagement and Knowledge Exchange, including funding opportunities offered by Research Councils, sector-based bodies and other sources, and to disseminate this information in a timely way.
- Leading the organisation of regular meetings of impact leads across the Faculty to build a strong “industry engagement and impact culture” and enable sharing of process and best practice.

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

- A postgraduate degree in a science or engineering discipline and/or experience of delivering impact from research and innovation activities in engineering or physical sciences;
- A good awareness of knowledge exchange, industry engagement and research impact, including experience of working between research or academic organisations and industry, practice or policy partners;
- Excellent project management skills including ability to assess and organise resources, prepare project proposals, manage competing demands and effectively monitor and evaluate the success of projects;
- Experience of planning, organising and delivering events such as workshops, seminars or training events to internal and external audiences;
- Excellent interpersonal and time management skills. High level of administrative competence, with ability to work on own initiative;
- Ability to negotiate with and influence senior colleagues and to establish and maintain effective working relationships both within the organisation and with external stakeholders;
- Excellent written and spoken communication skills with demonstrable ability to present complex information in a straightforward manner and to liaise effectively with staff at all levels;



- Experience of working within and across teams to promote and support the delivery of agreed strategies and develop and manage effective systems to manage and monitor progress.

Desirable

- Experience of developing impact case studies for REF or for other research review activities;
- Experience of developing successful collaborative relationships with external stakeholders;
- Experience of working in a higher education institution.

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:

[Professor Catherine Noakes](#), Pro Dean for Research and Innovation, Faculty of Engineering and Physical Sciences.

Email: C.J.Noakes@leeds.ac.uk

OR

Mr Jerry Lee, Faculty Director of Operations, Faculty of Engineering and Physical Sciences.

Email: J.Lee@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#).



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 Engineering and Physical Sciences 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 Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

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.

Information for disabled candidates

Information for disabled candidates, 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.

