



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Research and Impact Support Administrator, School of Earth and Environment, Faculty of Environment**



**Salary: Grade 6 (£31,396 – £37,099 p.a. - depending on experience)**

**Reporting to: Sam Haynes**

**Reference: ENVEE1762**

**Fixed Term for 12 months - To complete specific time limited work**

**Location: Leeds University Campus (with scope for hybrid working)**

**We are open to discussing flexible working arrangements**

## Research and Impact Support Administrator School of Earth and Environment, Faculty of Environment

Would you like to provide research and impact support to School of Earth and Environment? Do you have excellent communication and organisational skills? Are you enthusiastic about demonstrating the value of academic research to wider society?

Working as part of a team in research and impact support, you will provide key administrative support to the Research Institute Directors (RIDs) for the [Sustainability Research Institute](#) and provide overarching support for the School's impact and knowledge-exchange activities. You will identify and disseminate good practice in research and engagement, helping to ensure a vibrant research culture within the School that leads to sustained high levels of research funding, and high-quality outputs and impact.

With excellent administrative, communication and organisational skills, you will have experience of organising events and meetings, be confident in collating and analysing data, and have the ability to disseminate and communicate information, adapting to the requirements of different audiences. Reporting to the School Research Manager and the School Research Impact Manager, you will have an independent and proactive approach to decision making and exceptional attention to detail. You will be fully competent in using Microsoft Office 365 software.

### What does the role entail?

- Providing administrative support to the School Research Manager, the School Research Impact Manager and the Sustainability Research Institute Director(s) to ensure that School and Institute processes for support of research, impact and knowledge exchange operate effectively and efficiently;
- Working with the School Research Manager and School Impact Manager to ensure that internal and external research related communications are efficient and effective; including collecting and disseminating good practice from research groups, updating research institute webpages, identifying research and impact highlights, developing content for the impact-related areas of the School's SharePoint and other communication platforms, engaging in social media, and managing the institute mailing lists;



- Organising and attending Institute meetings and away days; providing administrative support for the School's Impact and Knowledge Exchange Group and Research Excellence Framework (REF) working group, including scheduling meetings, preparing papers, facilitating and leading discussions, taking and distributing minutes, and ensuring action points are followed up;
- Providing practical support for key strategic research and knowledge-exchange activities and/or events; for example, developing and organising seminars, workshops and events to support research partnership development and co-design of research, improve research culture, and support interdisciplinary initiatives;
- Maintaining the School's impact portfolio as directed by the Research Impact Manager, including assisting in the collection, management and storage of evidence of impact to support the development of impact case studies, using University-mandated software, as appropriate;
- Administering the Research Institute budget and monitoring applications to and expenditure from the School's Impact and Knowledge Exchange budget, including checking agreed expenditure against actual spend;
- Proactively working to provide support for identified research, innovation and impact-oriented proposals; working with Research and Innovation Development Managers and academic leads, as appropriate. In particular, you will coordinate and track the School's applications to internal impact acceleration schemes;
- Providing administrative support for the School's preparations for the next REF; for example, coordinating peer review (both internal and external) of prospective impact case studies, and collating metrics to measure research and impact excellence for the Sustainability Research Institute, and where required across the School;
- Supporting initiatives, such as drafting new policies, facilitating the formation of new working groups, assisting with the updating of Institute strategy documents and proposals, and promoting integration of research staff/students within Institutes (contributing to delivery of induction sessions);
- Ensuring effective engagement and compliance with internal and external research-related policies, processes and systems. Acting as a first point of contact for all research-related enquiries within the Sustainability Research Institute, but with the ability to diversify and support other institutes within the school when required.



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

- Significant research support experience, including substantial experience of co-ordinating meetings and events;
- Experience and understanding of the impact landscape in Higher Education;
- Proven ability to work well both independently and as part of a team;
- A flexible and pro-active approach to work with exceptional attention to detail, excellent organisation skills and the ability to prioritise workloads and meet tight deadlines;
- Excellent communication and interpersonal skills, with the ability to modify your style and approach to suit different audiences and to effectively work with a range of diverse stakeholders;
- Strong numerical and analytical skills, with the ability to search and collate information from academic databases, effectively synthesise and summarise data linked to research outputs and impact pathways, and communicate this effectively in various written formats;
- Ability to understand and explain complex policies and procedures;
- An independent and proactive approach to decision making;
- Excellent computer skills and knowledge of Microsoft Word Outlook, Excel, Access and PowerPoint and the Web;
- Experience of working with confidential and sensitive information in a discreet and professional manner.

### Desirable

- Understanding of the key drivers of sustainability research;
- Familiarity with University procedures, processes and research cultures and / or an awareness of the metrics used to measure research, impact and engagement success;
- Experience of engaging with policy makers, public sector or corporate connections in the context of research engagement and impact;



- Experience of using or familiarity with SIPR and Science Warehouse, Scopus, Web of Science, and Open Access;
- Web authoring skills and experience.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Additional information

### Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information please visit: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

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

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in 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 in 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.

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