



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant in Regional Food Systems, Faculty of Environment



Salary: Grade 6 (£32,296 – £37,999 p.a. depending on experience)

Reporting to: Professor Sara Gonzalez

Reference: ENVGE1251

Fixed term until 31 July 2025 to complete specific time limited work

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

We are open to discussing flexible working arrangements

Research Assistant in Regional Food Systems, Faculty of Environment

Overview of the Role

We are looking for a Research Assistant to join a team from the University of Leeds as well as policy makers from across West Yorkshire to undertake research on the regional food system. We want to understand the economic and social impact of St James Wholesale Market, located in Bradford. As a research Assistant you will undertake fieldwork to map out the food flows in and out of the market, interview market tenants, arrange matchmaking workshops between growers and retailers, and review policy strategies. You will also assist the team in the overall management of the grant including supporting the dissemination and writing up of findings.

Main duties and responsibilities

- Reviewing policy documents, interviewing key stakeholders and undertaking desk-based research of the regional food system in West Yorkshire;
- Support the research team in managing the project with tasks including convening meetings, arrange interviews, compile meeting agendas and minutes, manage Onedrive folders and support with data management;
- Writing reports, undertaking literature reviews and preparing papers for publication, with guidance as necessary;
- Working both independently and as part of a larger team of researchers and stakeholders;
- Supporting research activities, including contributing to research results and outputs and to the generation of independent and original ideas, ensuring a successful programme of investigation;
- Collating and analysing data to inform the direction and progression of the research project;
- Participating in the research group and presenting research output where appropriate;
- Contributing to the research culture of the School, where appropriate;
- Continually updating your knowledge, understanding and skills in the research field.



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 social sciences or a closely allied discipline;
- Experience in undertaking primary data collection with qualitative research methods such as interviews or focus groups;
- Good interpersonal and communication skills, both written and verbal and the ability to communicate effectively with a wide range of stakeholders;
- Well-developed analytical skills;
- Good time management and planning skills, with the ability to meet tight deadlines;
- A proven ability to work well both individually and in a team;
- The ability to work unsupervised and to use your own initiative.

Desirable

- A connection and understanding of Bradford and West Yorkshire, either through work and/or personal circumstances;
- Experience in GIS mapping and/or other geographical visualisation methods;
- Experience working with small businesses;
- Understanding of food systems, at the local and regional scales;
- Understanding of community-focused local and regional development frameworks, such as community wealth building or foundational economies.

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.



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

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

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

Find out more about the [School of Geography](#)

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 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

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.

Criminal record information

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.

