



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

PGR Support Specialist (Partnerships), Faculty of Environment



**Salary: Grade 7 (£39,105 – £46,485 p.a. depending on experience)**

**Reporting to: Aisling Dolan**

**Reference: ENVEE1783**

**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**

# PGR Support Specialist (Partnerships), Faculty of Environment

## Overview of the Role

**Are you a motivated and experienced manager or administrator with excellent project planning and management skills? Do you want to be part of a team delivering successful UKRI funded doctoral training schemes, working with research institutes across the UK, industry and Government and non-government agencies?**

We are looking for experienced and motivated applicants to apply for a position as PGR Support Specialist within the School of Earth and Environment at the University of Leeds. You will have excellent organisational skills and an enthusiasm for working closely with academics, post graduate research students and industry partners.

The SEE PGR Support Team is a small team managing a number of multi-institutional, cross-faculty doctoral training grant schemes, including the recently launched UNRISK Centre for Doctoral Training (CDT), alongside providing excellent levels of support to post graduate researchers across the school.

The role of PGR Support Specialist (Partnerships) will involve significant engagement with stakeholders, PGRs, CDT staff, university and external trainers and industry and third sector partners. You will be based in the School of Earth and Environment at the University of Leeds but will be expected to work across all contributing schools in Leeds, PhD host partners, and affiliated organisations where activity occurs.

## Main duties and responsibilities

- Managing one of the doctoral training programmes led in the School (e.g. UNRISK CDT). This will include:
  - Working with the academic leads, funders and industry partners across a number of organisations, and the Faculty Graduate School at Leeds to develop and implement a holistic, cohort-based training programme;
  - Supporting the academic leads to develop and maintain an effective governance structure for the training programme;



- Contributing to shaping the vision and strategy for the CDT including training provision, collaborative funding opportunities, placement partnerships and developing CDT policies;
- Leading the coordination of the annual CDT recruitment process, including advertisement, answering applicant queries, coordinating the shortlisting, inviting applicants to interview, arranging interview panels and making initial studentship offers;
- Providing financial oversight of the training grant including budgeting and forecasting expenditure and overseeing co-funding arrangements for studentships;
- Developing and implementing an effective communications strategy, covering the programme website, blogs and social media outputs;
- Specialising in the management of external partnerships in order to support live and future doctoral training bids. This will include:
  - Establishing and maintaining a database of current and potential industry partners linked to specific doctoral training programmes;
  - Leading on developing and implementing a communications strategy to engage and inform current and potential partners of ongoing and future activity;
  - Liaising effectively with industry partners and academic supervisors to identify and support the development of CASE studentships, collaborative studentships, placements, training events and potential future training grant applications;
  - Establishing operational guidance for the SEE PGR support team on developing and maintaining PGR partnerships;
- Providing input and support as a senior member of the PGR support team. This will include:
  - Providing support and cover for the overall administration of the school's doctoral training schemes, managing contacts and building effective working relationships with a variety of colleagues at all levels across the University and external partners to ensure effective coordination of information and activities for the benefit of our PGR cohorts and deputising for the PGR Support Manager where required;
  - Working collaboratively with other team members to identify, share and implement best practice to improve the experience of PGRs within the school.



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 University degree level qualification or other relevant professional experience;
- Experience in managing doctoral training programmes, supporting PhD students or managing multi-year large funding awards with stakeholders from different institutions;
- Experience of engaging with industry, public sector and/or third sector organisations;
- Excellent organisational skills, with an ability to prioritise and plan your own and others' workloads effectively and work under pressure to meet strict deadlines;
- Excellent project management skills, with the ability to communicate project priorities in a compelling and convincing manner, discussing requirements and negotiating with and influencing stakeholders to encourage buy-in;
- Strong written and verbal communication skills, with the ability to synthesise and summarise complex information from a variety of sources for various written reports and external communications;
- Experience in organising and facilitating national/international workshops;
- The ability to solve complex problems and resolve difficult situations, using your own initiative and good judgement whilst following policy;
- The ability to develop, manage and improve systems and procedures;
- Experience of managing budgets and working with financial information;
- Excellent IT skills, including MS Office software products;
- A strong commitment to your own continuous professional development.

### Desirable

- An understanding of public research and innovation funding bodies along with their associated funding mechanisms;
- Experience of business development;
- Experience of website development and editing.



## 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 this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: [www.gov.uk/skilled-worker-visa](http://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 Earth and Environment](#).

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

Find out more about Equality and Inclusion in the [faculty](#).

### 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.

### 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.



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.

### **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](mailto: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.

