



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Operations Manager: Leeds Centre for HealthTech and Yorkshire MedTech  
Place-Based Impact Accelerator, Faculty of Engineering and Physical Sciences**



**Salary: Grade 8 (£48,149 – £57,422 p.a. depending on experience)**

**Reporting to: Professor Ruth Wilcox**

**Reference: EPSME1187**

**Fixed-term until 31 January 2028 to complete specific time limited work**

**Closing date: Sunday 30 March 2025**

**Location: Leeds main campus (with scope for hybrid working)**

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

## Overview of the role

**Are you passionate about Medical Technologies and their benefits for patients?  
Are you an experienced and influential professional with the ability to drive the University's future Health Technology research and innovation activities?**

The University of Leeds is one of the leading centres for healthcare technologies 'HealthTech' research in the country, with strengths spanning from fundamental science and engineering through to clinical application. The University hosts the Yorkshire MedTech Place Based Impact Accelerator, a £5M EPSRC Place Based Impact Acceleration Account (PBIAA) that supports innovation and translation of MedTech research towards clinical applications and regional economic benefit.

In this role, you will work with senior academic partners across the University to shape and deliver the vision of a university-wide centre for HealthTech that will act as a hub to bring together research and innovation activities across the campus. You will work closely with the academic Directors of the Centre as well as with support staff in Research and Innovation Services and across faculties.

You will have responsibility for the operational management of the Yorkshire MedTech PBIAA, working with the co-investigators at the Universities of Leeds and Sheffield, as well as with regional civic partners including the combined authorities in West and South Yorkshire. You will build and maintain networks and working relationships, influencing and negotiating to bring stakeholders together to ensure alignment of activities to meet strategic priorities. You will be expected to put in place processes to ensure the effective delivery of the PBIAA.

## Main duties and responsibilities

As the Operations Manager: Leeds Centre for HealthTech and Yorkshire MedTech Place-Based Impact Accelerator, your main duties will include:

- Supporting the development and then implementing a long-term plan based on the centre's strategic aims, including driving external awareness of HealthTech activities at the University of Leeds, forging alliances through regional, national and international networks to bolster the reach of Leeds HealthTech activities, grow the centre's profile, optimise income opportunities and influence funding priorities;



- Working in partnership with the academic directors of the University's HealthTech Centre to develop and implement the subsequent operational plan for the centre to ensure it achieves its short-term goals and long-term aims;
- Delivering marketing and communications strategies to raise the profile of the University's HealthTech Centre and Yorkshire MedTech PBIAA and establish the HealthTech Centre as the main point of entry for engaging with HealthTech and Yorkshire MedTech PBIAA activities at the university;
- Contributing to major strategic investment projects, working with academic partners in the University and externally and with national centres;
- Developing opportunities and supporting a pipeline of cross-faculty, multi-disciplinary research projects across the University and with external partners and broker working relationships across faculties and with external partners;
- Sustaining excellent working relationships with senior regional and national stakeholders including the Academic and Clinical Directors of the University's HealthTech Centre, the Yorkshire MedTech PBIAA Executive team, regional Combined Authorities, industrial partners and support agencies, national and international funding bodies and regulatory organisations;
- Managing operational aspects of the Yorkshire MedTech PBIAA, including initiating calls for applications, developing and delivering rigorous and fair processes for peer review and panel ranking, implementing monitoring procedures and co-developing wider sector training and engagement activities;
- Providing direction, alongside academic leads to research support officers and affiliated administrative staff supporting the operational delivery of the Yorkshire MedTech PBIAA;
- Managing the budget of the centre's operational expenditure and maintaining oversight of forecasted spend related to the Yorkshire MedTech PBIAA innovation activities;
- Taking responsibility for the centre's governance, by facilitating the executive board meetings, ensuring decisions are made, actions are identified, allocated and discharged;
- Instigating methods to collect evidence on key performance indicators and impact related to HealthTech research across the university, as well as specifically related to the Yorkshire MedTech PBIAA, to provide evidence of the success of the PBIAA and support new major university funding bids;
- Acting as an enthusiastic and energetic champion for the University, for HealthTech research and for the PBIAA at a regional and national level.



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 Health Technologies research in a higher education setting;
- Significant experience of working in a relevant role performing or supporting research in Higher Education and an understanding of the university business model;
- Knowledge and experience of the HealthTech sector and the ecosystem of academic, clinical and industrial players, including experience of ethical, regulatory and IP considerations along the research and innovation pathway;
- A successful track record in brokering and sustaining effective partnerships and displaying high level networking and influencing skills;
- Experience of conceiving and initiating programmes of work and managing them through to completion;
- Excellent communication skills and capability to work effectively with others at a range of levels;
- Strong leadership and people management skills, and related financial acuity;
- A creative, flexible and collaborative approach to work and an ability to see the bigger picture;
- The ability to lead and manage engagement with a wide and diverse pool of internal and external stakeholders.

### Desirable

- Experience of managing strategic initiatives in complex, high-performing environments;
- A strong awareness of the role of marketing and communications in profile building.



## 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 Ruth Wilcox](#), Professor of Biomedical Engineering**

Tel: +44(0)113 343 7980

Email: [R.K.Wilcox@leeds.ac.uk](mailto:R.K.Wilcox@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](#), and the [School of Mechanical Engineering](#).

### 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.

### 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.

### **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by emailing HR via [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.

