



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Faculty Communications Manager, Communications and Engagement,
Faculty of Biological Sciences**



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

Reference: FBSFO1213

Maternity cover available from 17 March 2025, on a fixed term basis for 12 months. (There is a need for temporary cover)

This role will be based on the University campus with scope for it to be undertaken in a hybrid manner. We are also open to discussing flexible working arrangements.

Faculty Communications Manager, Communications and Engagement

Are you exceptionally skilled at finding, sourcing, and telling remarkable stories that gain attention across owned and earned communications channels? Can you simplify complex information, develop a compelling narrative, and communicate effectively across a range of channels? Are you an effective relationship manager, comfortable talking to, and gaining the support of, a wide range of people?

Here at the University of Leeds, our [Faculty of Biological Sciences \(FBS\)](#), is looking for someone who can breathe life into the stories about the faculty's mission, strategy, and contribution to life sciences.

You will need to be an exceptional writer with a passion for how science can change the world for the better. Working closely with the Pro-Dean for Research, you will be embedded right at the heart of the faculty as the eyes and ears for the wider communications team. Alert to powerful story opportunities, you will develop a broad range of content for use by external and internal communications colleagues. You will also be able to build strong networks and relationships while prospecting for ground-breaking stories that illustrate how the faculty is delivering real outcomes to progress the University's strategic aims.

We are looking for an accomplished, experienced, and self-motivated storyteller and communications practitioner. As a powerful voice for FBS and its achievements, you will also build close working relationships with the External Communications and Campaigns team to ensure the voice of the faculty is heard by the media and other key stakeholders.

This appointment comes at a particularly exciting time for the University as it begins delivering a 10-year strategy Universal Values, Global Change, which centres on three key themes – culture, community and impact, all with a focus on driving down inequalities and creating the next generation of global citizens.

In conjunction with the broader Communications and Engagement team, you will lead a planned and integrated timetable of work that illustrates how the faculty, as part of the University, is leading change for the better on a national and global stage.



You will also have the experience and credibility to be a key advisor to our senior in faculty team, and to develop effective relationships with a range of internal and external stakeholders, aligned with the judgement to effectively handle the most sensitive issues.

Excellent political judgement and horizon scanning will be vital to understand and leverage the environment in which we operate and to ensure we build on political, social and economic factors to demonstrate the contribution the University is making to the global challenges the world is facing.

What does the role entail?

As Faculty Communications Manager, you will:

- Develop an in-depth understanding of the faculty's strategic plan to inform the development (in collaboration with colleagues from the Communications Department especially the Research Communications and External Communications and Campaigns teams), of an integrated communications and engagement plan for the faculty, identifying key audiences, messaging, outcomes, risk, and opportunities;
- Lead the development, and execution, of a user experience led channel plan inc. a Faculty of Biological Sciences web content plan and social media channel plan;
- Develop campaigns that raise the profile of the Faculty among external and internal audiences in collaboration with the Communications and Engagement team;
- Proactively seek out, develop, and draft content illustrating the faculty's mission, strategy, and research outcomes. Content will be shared with key Communications and Engagement team colleagues to be tailored for a range of external channels and platforms;
- Develop an in-depth understanding of the overall University strategy informing the development of an integrated communications plan that supports its key outcomes;
- Work with our central brand communications team, to implement the University verbal identity and narrative and visual identity and narrative across faculty communications channels;



- Build strong relationships within your faculty and with the central Communications and Engagement team;
- Identify and then execute appropriate profile-raising opportunities for the Senior Leaders of the faculty where they would represent the faculty and University, this could include conferences, authored articles, opinion pieces, and speaking engagements, and maintaining a forward calendar of activities;
- Support the senior leadership of the faculty with internal communications in crafting narrative and aligning this to the overall faculty and University narrative.

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.

What will you bring to the role?

As Faculty Communications Manager you will have:

- A Degree in Media/Marketing Communications, Communications or related subject/ or equivalent relevant experience;
- Considerable experience of working in media relations, communications, or journalism with a proven track record of delivering exceptional and strategically aligned communications outcomes;
- Considerable experience of identifying, sourcing, and telling interesting and newsworthy stories that gain traction and engagement in the media and across owned and earned communications channels;
- Writing, editing, and publishing content for the web and creating other content types for other digital channels (e.g., social media);
- Very strong networking and interpersonal skills (including – crucially – negotiating and influencing) and a proven ability to build collaborative, productive working relationships, and networks, gaining trust, and offering clear advice at the most senior levels;
- Energy, resilience, and self-motivation, with evidence of being able to both take the initiative and work independently, as well as support and work collaboratively within a wider team to develop effective communications activities;



You may also have:

- An understanding of the higher education environment and/or experience of working with organisations in the sector;
- Experience of working with STEM (Science, Technology, Engineering and Mathematics) organisations or brands.

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 Karen Birch](#) (FACSM), Executive Dean, Faculty of Biological Sciences
Email: k.m.birch@leeds.ac.uk

Katherine Hackett, Assistant Director of Digital Communications, Content, Brand and Creative
Email: k.e.b.hackett@leeds.ac.uk

Additional information

Find out more about the [Faculty of Biological Sciences](#).

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 Biological 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, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.



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 opened 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 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).

Salary Requirements of the Skilled Worker Visa Route

Please note: If you are not a British or Irish citizen, 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, this may be your 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.

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.

