



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Yorkshire Bioscience Doctoral Training Partnership Coordinator,
Faculty of Biological Sciences



Salary: Grade 6 (£32,296 - £37,999 p.a.)

Reference: FBSFO1214

Available on a full-time, fixed-term basis until 30 November 2028 (to complete specific time limited work).

This role will be based on the University campus.

We are open to discussing flexible working arrangements.

Yorkshire Bioscience Doctoral Training Partnership Coordinator, Faculty of Biological Sciences

Are you committed to delivering an exceptional experience for postgraduate researchers and do you have experience of working with multiple stakeholders? Are you a highly organised and versatile individual with an ability to develop and maintain productive relationships across boundaries, including with external partners?

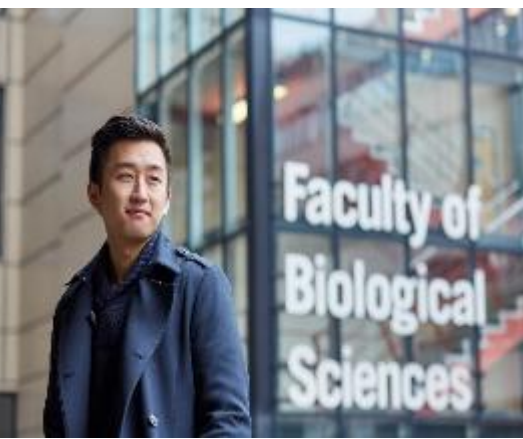
In this role you will coordinate the administrative delivery of the Yorkshire Bioscience Doctoral Training Partnership (DTP). The DTP is a Biotechnology and Biological Sciences Research Council (BBSRC) funded project with a focus on supporting bioscience and biotechnology projects that will underpin the development of a vibrant bio-economy in the Yorkshire region.

Possessing excellent interpersonal and communication skills, including the ability to write reports, you will take responsibility for generating content for dissemination through websites, email, newsletters and social media. You will be able to provide full-scale administrative support to the Partnership, and will be involved in a wide range of activities, such as committee support, event organisation, financial reporting and budget tracking and day to day support for the postgraduate researchers (PGRs) on the programme.

Occasional travel across Yorkshire will be required.

What we offer in return

- 26 days holiday plus approx.16 Bank Holidays/days that the University is closed by custom (including Christmas) – That's 42 days a year!
- Generous pension scheme options plus life assurance.
- Health and Wellbeing: Discounted staff membership options at The Edge, our state-of-the-art Campus gym, with a pool, sauna, climbing wall, cycle circuit, and sports halls.
- Personal Development: Access to courses run by our Organisational Development & Professional Learning team.
- Access to on-site childcare, shopping discounts and travel schemes are also available.

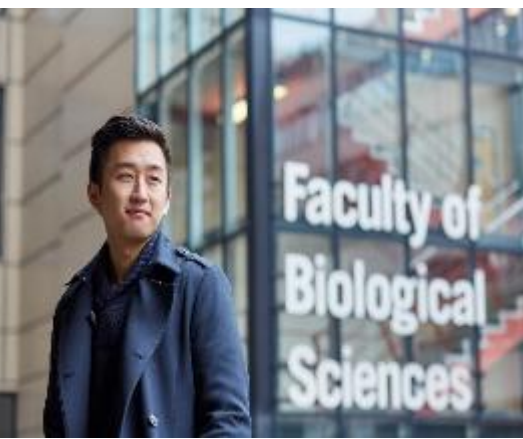


And much more!

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences currently holds a Silver award. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.

Main duties and responsibilities

- Responsibility for the delivery, maintenance, and coordination of all administrative systems and processes for the effective operation of the DTP programme and the updating of these as the DTP evolves. This will involve creating and implementing project plans over the lifetime of the DTP. You will ensure all systems and processes align with University of Leeds policies and processes including quality assurance and financial integrity;
- Engaging with external partner relationships, including communicating and liaising, on a regular basis, with existing external stakeholders such as industry, BBSRC and international partners and engaging with potential new stakeholders;
- Acting as key support to the Management Board for bids for any future programmes/partnerships, including drafting reports, proof reading and providing relevant information.
- Responsibility for financial management of accounts in conjunction with Faculty Finance office and presentation of accounts to Management Board; preparation of paperwork and financial information for audit;
- Working proactively with marketing to deliver a strong digital and social media presence (Twitter, LinkedIn, alumni network and website), develop, maintain and update recruitment materials, facilitate on-going publicity of DTP activities and external communications;
- Coordinating recruitment processes for DTP PGRs across the three universities to ensure consistent standards, and leading on the organisation of the DTP induction, symposia, conferences, training and other events as required;



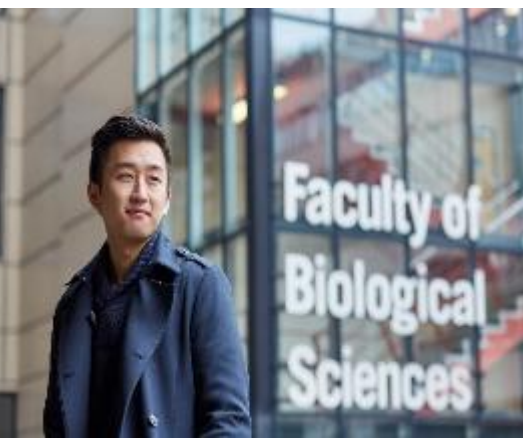
- Full coordination of the DTP's placement programme - Professional Internship for PhD Students (PIPS), allowing PGRs to be matched with placement opportunities and monitoring the programme throughout;
- Acting as the first point of contact for PGRs on the programme, dealing with their queries and referring them to the appropriate support mechanism (for example, the Faculty's Graduate Support Office).

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 experience in providing effective administrative support;
- Experience of financial reporting and the monitoring of budgets;
- An enthusiasm and commitment for delivering an exceptional student experience, with experience in reviewing and improving processes and the ability to develop and embed standards;
- Excellent communication skills, with the ability to clearly articulate complex information, including policies and procedures, modifying your approach to suit different audiences;
- Excellent written communication skills, with the ability to produce copy for letters, reports and bids, amongst other things;
- The ability to work effectively with little day to day direction;
- A flexible approach, with excellent organisational, planning and time management skills, with the ability to adapt priorities to meet deadlines and conflicting demands across the service as peak workloads require;
- Strong judgment and initiative with the ability to effectively interpret and apply policies and procedures, understand and solve problems, and make suggestions for improvements;
- Effective networking skills, with experience of participating in networks and improvement initiatives and the ability to build positive working relationships at all levels and effectively influence and negotiate to achieve desired outcomes;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word and Excel;
- Excellent accuracy and attention to detail;
- Evidence of a commitment to continuous professional development.



Desirable

- Experience of website maintenance and the coordination of social media presence.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr [Tom Bennett](#), Faculty of Biological Sciences

Email: t.a.bennett@leeds.ac.uk

Additional information

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

As an international research-intensive university, we welcome students and staff from all walks of life. 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 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.

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.



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 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 the Government's [Skilled Worker visa](#) page.

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.

