



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Healthy and Sustainable Places (HASP) | Service Manager, School of Geography, Faculty of Environment



Salary: Grade 8 (£47,874 – £56,921p.a.)

Fixed-term until 31 March 2029 to complete specific time limited work

Reference: ENVGE1261

Location: Main Campus (with scope for hybrid working)

We are open to discussing flexible working arrangements

Service Manager

Healthy and Sustainable Places (HASP)

School of Geography, Faculty of Environment

Are you an experienced and capable operations and people manager who has an interest in supporting and enabling research? This role offers an excellent opportunity for those keen to work in a dynamic, multidisciplinary environment.

We are seeking to appoint a talented and highly motivated individual to join the Healthy and Sustainable Places ([HASP](#)) data service. HASP is funded by the [Economic and Social Research Council \(ESRC\)](#) as part of its [Smart Data Research UK](#) programme.

HASP will deliver a data platform and associated support for place-based research which utilises Smart Data, enabling society's most pressing and persistent challenges in health and sustainability to be assessed together. HASP has particular focus on two thematic pillars: Healthy and Sustainable Food and Lifestyles; and Healthy and Sustainable Mobility. Through extensive partnerships with data owners in retail, business, mobility and infrastructure domains, HASP will introduce new Smart Data into established challenge areas, providing unprecedented opportunities for generating novel research questions that cut across disciplines and maximise the benefit and impact of Smart Data research.

As Service Manager, you will oversee day-to-day operations of the HASP Data Service, working closely with the Service's senior leadership team, affiliated academics, with management responsibility for its core professional support team. You will contribute to the delivery of a range of strategic objectives as they relate to data services, research, training, outreach and communications. You will be responsible for aligning the Service's activities with the goals of the University, the funder and other key stakeholders; and for ensuring impact from research for a range of audiences, including the general public. You will build and maintain relationships with data partners and other engaged stakeholders, including the data service team at the University of Leeds, and [other data services funded by the Smart Data Research UK programme](#).



Main duties and responsibilities

As the HASP Service Manager your main duties will relate to strategy, programme delivery and project management:

Strategy

- Providing support, advice and challenge to the Service's Senior Leadership Team on strategic and operational matters
- Representing HASP interests across the University of Leeds
- Co-ordinating with Service Managers at other investments under the Smart Data Research UK programme to ensure alignment and best practice
- Representing the Data Service in meetings with stakeholders, the public and other academic institutions
- Directing and evaluating plans for communications and impact, working closely with the HASP Communications and Public Engagement Manager and the Partnerships & Impact Manager regarding engagement and output impacts

Programme Delivery

- Overseeing delivery of the Service's Research Management Process (RMP), to ensure that projects are on track and progressing to plan
- Management responsibility for the Service's professional services team, setting objectives, monitoring performance and supporting development
- Working with Data Partners to negotiate new and/or updated Data Licence Agreements;
- In collaboration with the Service's Senior Leadership Team, Finance Manager and relevant central support departments, taking responsibility for the effective financial management of the Service's income and expenditure;
- Recording and monitoring of KPIs across all areas (research, data sharing, data acquisition, training and capacity building, IT infrastructure and communications);

Project Management

- Alongside the HASP Senior Leadership Team, developing and implementing the Service's strategic plans
- Overseeing the Service's recruitment, selection and on-boarding processes



- Monitoring the Service's progress and leading on quarterly reporting to the directors and funders;
- Overseeing HASP operations and coordinating Service activities;
- Owning HASP's risk register and related mitigation plans, ensuring these are updated in a timely manner;
- Responsibility for overseeing the effective delivery of the Service's data service to researchers

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

- Education to degree level
- Experience of managing a substantial research Service/support service, academic institute or major project(s), preferably in a Higher Education context
- Strong analytical, organisational and interpersonal skills
- Experience of recruitment and development of personnel in addition to day-to-day supervision
- Experience of negotiating contracts, reviewing grant applications and other senior administrative tasks in a research environment
- Experience of managing relationships with external partners, including drafting proposals, letters, reports and other written communications
- Ability to develop strategic approaches to functional and operational issues
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines
- Ability to work independently with a positive, flexible and cooperative approach to tasks

Desirable

- Knowledge of data-sharing services and protocols
- Knowledge of Information Security Management
- Knowledge of the HE sector



- Prince2 or equivalent project management qualification

Additional information

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

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We 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.

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.

