



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Engagement and Partnerships Officer for Healthy and Sustainable Places (HASP), Faculty of Environment



Salary: Grade 6 (£32,296 – £37,999 p.a. depending on experience)

Reference: ENVGE1263

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

Location: Main University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Engagement and Partnerships Officer for Healthy and Sustainable Places (HASP), School of Geography, Faculty of Environment

Are you an experienced and capable professional who has an interest in supporting and enabling research being applied to the public good? Are you keen to work in a dynamic, multidisciplinary environment?

Overview of the Role

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 [Smart Data Research UK](#), the national programme for smart data research.

Smart data is data generated through everyday interactions with the digital world, including via mobile apps, navigation systems, social media, and shopping. It offers a powerful opportunity to understand society and improve lives. HASP will work with business and government to bring together smart data on place to enable researchers to explore place-based disparities in health and sustainability.

As Engagement and Partnerships Officer, you will work closely with the service's professional services team and the senior leadership team. You will ensure that HASP collects timely evidence, and thoroughly documents the impact from its research. You will curate content for dissemination and organise events that attract our academic and business partners. You will assist HASP in attracting, recruiting and retaining partners. All of these activities contribute to the delivery of a framework for collating data and narratives on research impact(s), supporting academic colleagues in delivering their research objectives, promoting collaboration with wider stakeholders, and communicating the value of research undertaken using Smart Data.

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!

Main duties and responsibilities

- Working alongside colleagues to develop and implement the HASP strategy for building and maintaining sustainable relationships with data providers, establishing contact with potential new partners/data owners.
- Creating, curating and editing content for the HASP website and social media channels. This includes writing copy, taking and commissioning photography, graphics and video, along with working with specialists and engaging with suppliers.
- Supporting in the co-ordination of the service's communications calendar, developing forward plans for content and ensuring it aligns with HASP key messages.
- Providing planning, logistical and delivery support for partner events and public engagement activities
- Assisting with the completion of the legal- and data-sharing agreements needed to enable collaborative smart data research;
- Monitoring and gathering of evidence and ensuring the maintenance of accurate records in support of long-term evidencing of research impact.
- Liaising with University of Leeds finance and research support colleagues, in support of the pursuit of new research funding opportunities;
- Liaising with partners and HASP-aligned Data Scientists regarding outputs from collaborative projects, ensuring relevant evidence of impact is fed back and captured in case study examples.

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

- Educated to at least degree level, ideally in a social science discipline;
- Excellent oral and written communication skills and the ability to convey complex concepts clearly and effectively to a range of audiences;
- Excellent organisational skills and ability to prioritise your workload to meet deadlines;
- Demonstrable skill in copywriting, editing and proof-reading, including the ability to demonstrate effective attention to detail;
- Experience of using digital media in communications, including the delivery of web content and deploying a range of social media within an organisational context;
- Excellent interpersonal and influencing skills and the ability to build credibility and rapport to deal effectively with people at all levels, within and external to the organisation;
- Evidence of a strong understanding of, and commitment to, approaches that contribute to and maximise effective relationship management with external partners/stakeholders;
- Enthusiasm and self-motivation with evidence of being able to work independently as well as supporting and working effectively within the wider team.

Desirable

- Demonstrable ability to help develop, implement and evaluate successful research impact, public engagement and/or communications-related strategies & plans;
- Experience of working in a higher education setting.

Additional information

Find out more about the [Faculty of Environment](#)

Find out more about the [School of Geography](#)

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



Find out more about [equality](#) in the Faculty

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 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 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.

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](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 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

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.

