



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Impact and Partnerships Manager, Faculty of Environment



Salary: Grade 7 (£39,355 – £46,735 p.a. depending on experience)

Reporting to: Nik Lomax

Reference: ENVGE1270

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

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

We are open to discussing flexible working arrangements

Impact and Partnerships Manager, Faculty of Environment

Overview of the Role

Are you an experienced and capable motivated and experienced impact professional interested in supporting and enabling research being applied to the public good? 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 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 provide a platform for place-based research utilising data from a diverse range of sources, enabling society's most pressing and persistent challenges in health and sustainability to be assessed together. HASP has a 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' (e.g. from sensors, transactions, and devices) 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 Impact and Partnerships Manager, you will have excellent knowledge and understanding of engagement and impact in the academic context. You will be responsible for supporting, tracking and reporting impact that arises from the research that the service supports. This includes building relationships with academic research teams, data and delivery partners in the public and private sector to develop impact narratives that represent a range of stakeholder inputs. You will support the service's objective to maintain and building relationships with existing data providers and encouraging new partners, including owners of data, to work with us. You will also oversee and carry out work alongside professional service teams across the University of Leeds to execute legal- and data-sharing agreements which underpin smart data research supported by the service.



You will work closely with the HASP Communications and Engagement Manager and Senior Administrator, with support from an engagement and partnerships officer, in planning for and contributing to the delivery and dissemination of outputs arising from major, high-profile research projects. You will lead on planning, documenting and reporting impact, including having responsibility for reporting of KPIs to the funder, and providing evidence for the 2029 Research Excellence Framework.

Main duties and responsibilities

- Building and managing sustainable relationships with data providers and proactively identifying relevant new partners, including data owners, for targeted engagement in alignment with HASP objectives and research themes;
- Working with established and new HASP partners to consider, plan and develop mutually beneficial projects and opportunities for engagement; including, when appropriate, collaborating with the HASP Senior Leadership Team to proactively identify and secure project partners for the Leeds Institute for Data Analytics (LIDA) Data Science Development Programme, ensuring allocated budgets are used to their full potential;
- Working to expand the HASP portfolio of partnerships, including with those that provide data, to ensure that its services are supported for the benefit of the academic community and other stakeholder groups;
- Working alongside appropriate professional service colleagues and teams within the University to articulate and execute the legal- and data-sharing agreements which are needed to enable collaborative smart data research;
- Providing regular partnership development and data-acquisition updates at meetings with academic and professional colleagues, and directly to the Service Manager for reporting purposes;
- Proactively building working relationships with academics and service users in order to identify areas of collaboration, and supporting individual co-investigators in partnership development and/or pathways to impact;
- Monitoring and recording research impact across HASP's main research themes through collection of data and narratives; including through joint supervision & line-management (with the HASP Communications & Engagement Manager) of the HASP Engagement & Partnerships Officer, alongside working with Research Excellence Framework (REF) leads where appropriate to highlight the impacts of HASP research;



- Providing grant application support, including working with Finance and Research Offices to cost and deliver new research;
- Liaising with partners regarding outputs from collaborative projects, and ensuring relevant evidence of impact is fed back;
- Working with the HASP Communications & Engagement Manager to develop communications on research outputs, their impacts, and that emphasise the benefits of data-sharing arrangements to data owners, users and members of the public;
- Representing the HASP Service externally, attending and reporting on internal and external meetings, seminars and events as appropriate;
- Building and maintaining a network of contacts, including via social and digital media, and contribute to the mutual exchange of information and sharing of best practice.

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, ideally in a social sciences- or related discipline;
- Significant experience of generating and developing research impact;
- Expertise in gathering information and providing evidence of impact in an academic setting, ideally with direct contribution to the Research Excellence Framework and experience using Researchfish or similar impact tracking platforms;
- A good knowledge of the research policy and funding environment;
- Experience of working with a range of organisations including businesses, policymakers, NGOs and communities, in order to facilitate or deliver collaborative knowledge exchange activities;
- Experience of successfully negotiating, developing and finalising contracts between organisations, including an ability to solicit and understand partners' needs;
- Experience of impact methodologies, with quantitative and qualitative evidence to demonstrate reach and significance of research impact beyond the academy;



- A strong and up-to-date understanding of the current higher education and academic landscape, including the research impact agenda, with an ability to solicit and understand researchers' needs;
- Ability to analyse and grasp material quickly and work to a high standard of accuracy, including in the face of deadlines and/or potential complexity;
- Experience in representing an organisation to outside stakeholders, with an ability to summarise its mission, objectives and strengths in an accessible, cogent and engaging way;
- An ability to work both autonomously and co-operatively, with a constructive problem-solving approach.

Desirable

- Knowledge of data-sharing services and protocols.

Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 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 and resident in the UK before 31 December 2020, this may be your passport or 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: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

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.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

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.

