



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Postgraduate Researcher Support Officer, Faculty of Environment



Salary: Grade 6 (£32,546 – £38,249 p.a. depending on experience)

Reporting to: Nancy Ingham

Reference: ENVEE1808

Fixed term for 12 months (with an anticipated start in July 2025) as there is a need for temporary cover

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

We are open to discussing flexible working arrangements

Postgraduate Researcher Support Officer, School of Earth and Environment, Faculty of Environment

Overview of the Role

Do you want to play a key role in supporting the success of postgraduate research students at Leeds? Are you passionate about fostering the next generation of researchers and making their experience exceptional? Are you a team player with excellent communication and organisational skills?

A new and exciting opportunity has arisen within the School of Earth and Environment (SEE). SEE is major international powerhouse for environmental research that has wide-ranging and positive impacts on the world that we live in. Our research is carried out within five institutes which represent our core research areas, but much of our work is cross-cutting, tackling complex global challenges at the forefront of global research agendas. SEE is home to a diverse community of over 200 Postgraduate Researchers (PGRs) from all over the world who make a marked contribution to our research.

This opportunity would suit an enthusiastic and motivated individual, who brings experience in working on projects, designing training programmes, organising events or providing support for cohorts of students (e.g. PGRs or Undergraduate students). You will need excellent communication and administration skills and confidence to navigate a large organisational structure. You will be a proven team-player, who is confident working both within a broader group, but also individually to deliver specific tasks that are often time-sensitive.

This role will be an important part of a School-based team to deliver dedicated and specialist support to our large community of PGR students. This includes supporting the day-to-day operational management of school-facing Doctoral Landscape Awards (DLAs) and Doctoral Focal Awards (DFAs). There may also be opportunities to support activities to develop future programmes.



Main duties and responsibilities

- Working with the cohort training Programme Directors, PGR Support Manager and PGR Support specialists to develop and organise a suite of bespoke training events for the doctoral training programmes. This includes:
 - Liaising with cohort training Programme Directors and stakeholders to identify training needs, sourcing suitable training providers and obtaining quotes;
 - Scheduling and evaluating training events and providing support to trainers during training events;
 - Managing training and event budgets and ensuring accurate records of expenditure are maintained;
- Leading on the annual review and reporting of existing training events, including analysing feedback, attendance, and using this to propose and plan training for subsequent academic years;
- Working with the programme grant managers, to support and coordinate the annual PGR recruitment and offer process, (including advertisement, coordinating the shortlisting, inviting applicants to interview, arranging interview panels and collation of applicant information as required by funders);
- Managing PGR-facing communication and engagement activity, including using social media;
- Working with the PGR Support Specialist for Equity, Diversity, and Inclusion, support ongoing outreach and inclusion activity where required;
- Working across School, Faculty and University teams to deliver high quality support for our PGR students;
- Reviewing processes and suggesting approaches to support continuous improvement; making recommendations for improvements and enhancements to ensure they remain relevant and fit for purpose;
- Supporting the continued development of a 'Knowledge Base', including building relationships with teams across the institution to capture the most up to date information;
- Independently taking action to manage complex problems to resolution but escalating when required;
- Being flexible and responsive to changing priorities, managing your own time, and working independently to progress work activity;



- Taking the lead in running the PGR Visitors process; this will require working with other School Support teams and Directors of the School's five Research Institutes and the Doctoral College.

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

- Evidence of working on multifaceted/large-scale projects or providing support for events;
- Excellent organisational and time management skills, with the ability to proactively manage conflicting demands and tight timescales;
- An ability to work on own initiative and as part of a team with an adaptable, collegiate, and flexible approach to work;
- Excellent communication skills, both written and verbal, with the ability to engage with a diverse range of stakeholders;
- A problem-solving approach and ability to contribute to team decisions and make creative suggestions for continuous improvement and process change;
- The ability to interpret and provide advice on complex policies and procedures (e.g. Financial, HR, IT, or travel policies);
- Excellent IT skills, with sound knowledge of Microsoft Outlook, Teams, Word, PowerPoint and Excel, and the ability to use these to create professionally formatted documents, process data, and organise information; with a willingness to develop new skills.

Desirable

- Experience of working in Higher Education;
- Experience of the PGR student lifecycle and PGR cohort training programmes.

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 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

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 Earth and Environment](#).

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

Find out more about Equality and Inclusion in the [faculty](#).

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

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, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people.

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.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at 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.

