



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**R&D Projects Manager and Communications Officer,  
Faculty of Engineering and Physical Sciences**



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

**Reporting to: Professor Theodore Hanein**

**Reference: EPSCV1163**

**Closing date: Sunday 29 June 2025**

**Location: Leeds main campus (with scope for hybrid working)**

**Fixed-term until 31 August 2026 to complete specific time limited work**

**We are open to discussing flexible working arrangements**

# **R&D Projects Manager and Communications Officer, School of Civil Engineering.**

## **Overview of the Role**

You will provide a professional and effective service working with the Chair in Construction Materials Science in the School of Civil Engineering at the University of Leeds, leading on the development and delivery of project aims, engagement strategy, and research marketing and communications activities into sustainability, circular economy, and industrial materials. You will work across a number of projects, closely with the project's teams and partners. Your work will reach and connect a wide range of audiences, both national and international including partners, industry, researchers in universities, policy makers, SMEs, Networks, trade associations, and the public.

You will develop and deliver a user engagement strategy, which includes engaging directly with the stakeholders through various information gathering activities to both raise awareness and to capture their interest areas. You will help identify the commercial and technical challenges that will need to be overcome for our research outcomes to be relevant and applicable.

You will be delivering communication strategy to increase visibility of our work and organize events for various stakeholders. You will also identify industry-focused and trade association events that will be useful for Researchers to present their work at and you will publish articles in trade media. The post holder will also work closely with other colleagues within the Faculty of Engineering and Physical Sciences and the wider University. You will organize advisory board meetings, group meetings, workshops, site visits, seminars, public engagement, and other events. You will liaise with media companies to produce media content tailored to informing on our projects' objectives and outcomes, which will be shared on various platforms as well as made available for other publishers to share, such as the various trade associations to disseminate to their members.

You will measure and monitor our impact based on Key [living] Performance Indicators (KPIs) which can include number of collaborating partners, percentage of market engaged with, number of engagement events held, attendees at workshops and dissemination events, number of industrial visits, and number of views of online





content; this will also include recording minutes at meetings. You will also use these metrics to visualise our impact.

## Main duties and responsibilities

- Develop and deliver an engagement strategy;
- Overall responsibility for delivering the research project management, business engagement, and communications plan;
- Produce reliable market research that can be used in publications and grant applications;
- Assist with the day-to-day administration of research facilities/centres;
- Promote and publicise the teams research activities via digital media, social media, and the press, working with the appropriate academic leads and other relevant departmental and faculty staff;
- Develop good relationships with project partners and key stakeholders;
- Develop and implement comprehensive communication plans to support the promotion of the team's research including writing and producing advertising as well as information-gathering materials aimed at an industrial audience to engage external stakeholders;
- Organise and contribute to a range of meetings, seminars, workshops, conferences, and aid other members of the team as required;
- Lead on communications activities and impact programme, ensuring these have a high profile and reach key audiences;
- Develop measures and systems for monitoring the research communication, impact, and outreach (including e.g. Google Analytics and KPIs as well as taking minutes at meetings) based on key [living] performance indicators;
- Work closely and collegiately with professional service teams across the department, faculty, and university partners, to ensure coordination and to maximize the volume and reach of marketing and communication activities;
- Develop and maintain a network of media and PR contacts;
- As a member of staff you will be encouraged to make ethical decisions in your role, embedding the University sustainability strategy into your working activities wherever possible;
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- Support the creation, architecture, and development of a new Web Application for materials data, as indicated in the FeRICH User Engagement Strategy.

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:

- An honours degree (or equivalent experience);
- Experience in a successful executive support role; project management, communications, and leading publicity activities/campaigns;
- Experience in developing and utilising various information capturing techniques and analysing the gathered information;
- Experience of designing layouts and producing materials across several platforms, and experience in the production of printed materials;
- Understanding of the importance of data protection and confidentiality with regard to marketing activities involving industry sensitive information;
- Excellent communication skills, both written (with grammatical accuracy) and verbal, report writing skills, experience of delivering presentations and communicating at all levels and to different audiences effectively and maintaining a network of contacts throughout own work area;
- Ability to develop and maintain strong working relationships with diverse groups of individuals, across technical and commercial roles;
- Ability to develop creative approaches to problem solving and to analyse and solve problems with an appreciation of longer-term implications;
- Experience of developing and maintaining a network of contacts throughout own work area;
- Ability to work independently and adapt own skills to new circumstances;
- Ability to work accurately to tight deadlines;
- Ability to communicate results of market analysis to stakeholders.

### Desirable:

- Knowledge or experience in Civil Engineering;
- Excellent customer service skills, with experience of responding efficiently and effectively to phone and email enquiries;



- Knowledge of relevant systems, policies, legislation, and quality standards;
- Experience of working with content management systems and e-marketing;
- Experience in organising conferences, seminars, workshops, etc.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised [closing date](#).

## Contact information

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

**Professor Theodore Hanein, Chair in Construction Materials Science**

Email: [T.Hanein@leeds.ac.uk](mailto:T.Hanein@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Civil Engineering](#).

### 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.

### A diverse workforce

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 Engineering and Physical 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 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 Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### **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.

### **Salary Requirements of the Skilled Worker Visa Route**

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

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

