



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Centre Manager – Bragg Centre for Materials Research  
Faculty of Engineering & Physical Sciences**



**Salary: Grade 8 (£48,149 – £57,422 p.a)**

**Reference: EPSFS1014**

**Location: Leeds main campus**

**Closing date: Sunday 15 June 2025**

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



## **Centre Manager: Bragg Centre for Materials Research, Faculty of Engineering and Physical Sciences**

**Are you an experienced professional looking to further your career in one of the UK's leading research-intensive universities? Are you keen to help progress a leading advanced materials research centre by building new relationships across a diverse range of research disciplines and with external partners? Do you have a background in developing high-quality research and innovation?**

We are looking for a confident and proactive individual to help implement the Bragg Centre's research and innovation strategy, and to maximise the reputation, research impact, and internal and external partnerships of the Centre.

As Manager of the Bragg Centre for Materials Research ([www.leeds.ac.uk/bragg](http://www.leeds.ac.uk/bragg)), you will drive engagement, collaboration, and cohesion across the breadth of the advanced materials research community at Leeds, comprising more than 400 members. Alongside the Director, and taking guidance from the management committee and external advisory board, you will set the Centre's strategic direction. You will take responsibility for translating that vision into practice to build the Centre's reputation as a place in which to conduct world-leading materials research and engineering. Your role will also require the co-development of new activities with the Henry Royce Institute of Advanced Materials ([www.royce.ac.uk](http://www.royce.ac.uk)) of which Leeds is a founding partner.

You will maximise research impact by leading promotional, communication and engagement strategies. You will harness existing and develop new relationships to align the Centre strategically with other research Centres and Institutes at the University of Leeds, helping to develop a network of research and innovation strengths.

Your role will require management, engagement, reporting and administrative functions, as well as a willingness to support public engagement and schools outreach commitments. You will be part of an established team, and will be supported in your role by a Centre Administrator and Communications Officer, both of whom you will line manage. The role will necessitate working with a wide range of stakeholders across and beyond the University of Leeds, including: senior University management; senior academics and early career researchers; industrial partners; marketing and



communications staff; facility managers and technical officers; research and innovation professionals; and, professional support staff.

You will bring a proven track record of leadership and management and/or administrative experience in a Higher Education institution, or equivalent, along with the ability to develop and implement new strategies to ensure the long-term sustainability of the Centre. You will possess outstanding interpersonal and communication skills, and have a demonstrable track record of showing initiative, creativity and diplomatic problem solving.

## **What does the role entail?**

As the Centre Manager for the Bragg Centre for Materials Research, your main duties will include:

- Acting as the lead relationship builder on behalf of the Centre, advocating for research, equipment, and capabilities across the Centre, and proactively engaging with external industry and academic partners, as well as funders, policy makers and philanthropic donors, leading to new collaborations and investments in the Centre;
- Working closely with the Centre Director to set and implement the Centre strategy; and to set the agenda and focus for the management committee and external advisory board, with input from the Bragg Director and Bragg R&I team;
- Leading and implementing a targeted programme of interdisciplinary activities for Bragg Centre members, including hosting and presenting at large-scale events, such as the annual Bragg Exchange conference, annual PhD Colloquium, and monthly Lunch@Bragg talks;
- Promoting and engaging with policy holders, alumni and international partners, including organising and hosting tours and visits to Bragg Centre facilities, and meetings with academic staff;
- Proactively engaging with other University research Centres and Institutes, as well as colleagues in Professional Services to develop partnerships, and new funding opportunities;
- Providing operational leadership to the Bragg Centre team, and line management of the Centre administrator/Communications officer, and other Centre staff as appropriate;



- Leading the development and the delivery of a communications strategy for the Bragg Centre and Royce at Leeds, ensuring that the Centre's capabilities, facilities and expertise are promoted locally and nationally through carefully curated and high-quality content, including delivery of an annual report, news articles, case studies and interviews;
- Taking ownership of the Bragg "brand" and maintaining a consistent identity across all the Centre's communications, marketing and activities, both internal and external;
- Strategically engaging with University marketing and communications teams to support effective promotion for the Centre, Royce at Leeds, and strategic research programmes across University corporate platforms and news outlets;
- Working alongside and supporting the Bragg Centre Director in reporting to key Bragg, Royce, and University stakeholders;
- Overseeing an equality, diversity and inclusivity (EDI) framework throughout the Centre's activities, taking responsibility for the accessibility and inclusivity of all Centre events and publications;
- Supporting the development and delivery of public engagement and outreach activities from the Centre.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties will be required consistent with the grade of the post.

## What will you bring to the role?

As Centre Manager for the Bragg Centre for Materials you will have:

### Essential

- A relevant degree (or equivalent experience) and demonstratable in-depth knowledge and understanding of a broad range of science and/or engineering;
- Experience of communicating with and presenting to a range of people and audiences, including a demonstrated ability to build strong relationships with people from a variety of backgrounds;
- A demonstrable ability to work with others effectively and pro-actively, both leading and as part-of a team;





- Prior experience, knowledge and understanding of the Higher Education/RTO sector, and the current trends and issues;
- Experience of showcasing, disseminating and tailoring communications with the ability to communicate scientific data and narratives across a range of stakeholders, and particularly to academic and business audiences, with a strong understanding of brand identity, corporate and public relations;
- The ability to demonstrate initiative and adaptability, with strong analytical, creative and problem-solving skills;
- Demonstratable leadership of activities, with a proven track record of delivering results, and an ability to motivate others;
- Experience of developing and implementing projects and/or strategies with a proven ability to assess and prioritise competing demands, and to plan and direct the effective use of resources to meet key priorities and challenges.

### Desirable

- Experience of materials research and engineering, and/or working between different scientific disciplines;
- Experience of translating research into new opportunities, collaborations and partnerships;
- Experience in developing, supporting and delivering successful large-scale events to a range of stakeholders;
- Experience of line management;
- Experience of data analysis and/or managing budgets.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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 Edmund Linfield, Director of the Bragg Centre for Materials Research, and Research Area Lead for Atoms to Devices in the Royce Institute**

Email: [e.h.linfield@leeds.ac.uk](mailto:e.h.linfield@leeds.ac.uk)

**Dr Rachel Curwen, Director of Research and Innovation Development, Research and Innovation Service**

Email: [r.curwen@leeds.ac.uk](mailto:r.curwen@leeds.ac.uk)

For informal enquiries, please contact the Bragg Centre Team on [BraggCentre@leeds.ac.uk](mailto:BraggCentre@leeds.ac.uk)

## **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**

As an international research-intensive university, we welcome students and staff from all walks of life. 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/School 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, 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:emailing HR via 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.

