



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Priestley Centre for Climate Futures Project Manager



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

**Reporting to: Hannah Hall**

**Reference: PSFUI1005**

**Location – University of Leeds Campus (with a scope for hybrid working)**

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

## Overview of the Role

**Would you like to be part of developing and delivering a portfolio of projects and initiatives focused on tackling the climate crisis? Are you an experienced project delivery professional looking for your next challenge? Do you have excellent planning and interpersonal skills and enjoy working collaboratively with academics and partners to achieve results?**

We have an exciting opportunity to work with our world-leading climate-related researchers as part of the [Priestley Centre for Climate Futures](#). The Priestley Centre is the University of Leeds' cross-institutional climate research, innovation and learning centre. From local to global, we ensure that climate action is informed by the latest research, collaborating with organisations and individuals to transform our expertise into real-world impact.

This new role is an opportunity to join the growing Priestley Centre team and support the University of Leeds to tackle climate change. Embedded in a team of climate focused professional services staff, and working directly with academics and research from a range of disciplinary background, the Priestley Centre Project Manager will work on diverse projects that enable the Priestley Centre's five-year strategy. You will report to the Centre Manager and support the leadership and professional service team in shaping projects and work streams, managing their implementation throughout their lifecycle.

The role will work across a range of activities within the Priestley Centre's portfolio with a significant focus on providing project management for our newly expanded [Climate Evidence Unit](#), a unit that delivers policy and consulting projects to the public and private sector. You will provide assistance in managing the delivery workflow for the Climate Evidence Unit from scoping, contracting to delivery and evaluation.

You will have significant experience of planning and delivering projects or initiatives involving academics and multiple stakeholders, combined with excellent organisational and prioritisation skills. You will also be a strong communicator building effective relationships and networks with academics and professional services colleagues across the University to support and remove barriers to inter-faculty research and innovation, and collaboration.

The successful candidate will have a proven ability to work as part of multiple dynamic teams that can operate effectively in a complex and changing environment





## Main duties and responsibilities

- Managing projects and work streams throughout the lifecycle, including planning and control, management of resources, benefits, milestones, costs, scope and benefits;
- Play a key role in the shaping of projects, this includes contributing to the agreement of scope, oversight, ownership and roles, ensuring strategic alignment and consulting key stakeholders;
- Creating good relationships and networks across the University with academics and services to ensure effective working practices exist which support the facilitation and coordination of Priestley projects;
- Planning and leading gateway reviews for projects, to demonstrate adequate management controls;
- Making recommendations based on lessons learnt for future developments;
- Supporting and providing assurance to the Priestley leadership team, informing them of constraints, priorities and risks of projects that impact the overall strategy and deliverables;
- Working autonomously and making decisions to develop and establish the projects life cycle;
- Working with the Centre Manager to provide timely and accurate reporting for governance.

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

As Project Manager you will have:

- Significant experience working on projects throughout their lifecycles and applying best practice methodologies (such as PRINCE2, Managing Successful Programmes or the APM Body of Knowledge) to develop project plans, monitoring delivery progress and evaluating outcomes;



- Strong interpersonal skills with the ability to communicate and engage with people at all levels across the University of Leeds and externally, building rapport and developing effective working relationships and networks;
- Experience in supporting teams, achieving results through other people without necessarily using formal line management authority;
- A proven ability to ensure delivery of stated project outcomes, and manage conflicting demands and tight timescales through strong organisation and prioritisation skills;
- Strong problem-solving and analytical capability; confident dealing with complex financial, performance, strategy and organisational information;
- An ability to work autonomously and flexibly using initiative and critical thinking skills to effectively analyse problems and present solutions.

### Desirable

- Experience of project managing research driven projects with academics within the Higher Education environment;
- A Prince 2/ P3O or other relevant project management qualification (e.g. APM/PMI)

## **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](https://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>



## **Priestley Centre for Climate Futures**

The Priestley Centre for Climate Futures is a world-leading climate centre based at the University of Leeds. From local to global, we ensure that climate action is informed by the latest research, collaborating with organisations and individuals to transform our expertise into real-world impact. We bring together a community of experts from across disciplines including engineering, finance, health, economics, cultural studies, law, and atmospheric sciences. We connect these climate experts to businesses, policymakers, communities, and other researchers, working collaboratively in integrated networks to transform how we address climate change. Our experts have leading roles in the Intergovernmental Panel on Climate Change, the UK Climate Change Committee, and several city-level climate commissions.

Find out more about us on our website: [www.climate@leeds.ac.uk](http://www.climate@leeds.ac.uk)

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. 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.

### **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](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.

