



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Centre Manager, EPSRC Centre for Doctoral Training: Water-WISER,
Faculty of Engineering and Physical Sciences**



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

Reporting to: Professor Barbara Evans

Reference: EPSCV1164

Closing date: Wednesday 16 July 2025

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

Fixed-term until 30 November 2027 – To complete specific time limited work

We are open to discussing flexible working arrangements

Centre Manager, EPSRC Centre for Doctoral Training: Water-WISER, School of Civil Engineering.

Overview of the Role

Are you an experienced manager looking for a challenging role? Do you have the drive to deliver the management processes for the new interdisciplinary EPSRC Centre for Doctoral Training Water-WISER? Do you have the skills to be able to work independently to tight timescales, deliver a professional and supportive administrative service to a diverse group of stakeholders?

As Centre Manager, you will provide professional support to the Director of the Centre for Doctoral Training (CDT) and the Management Board in terms of the overall management of the CDT with a particular focus on the delivery of all administrative matters and, reviewing and updating them as the CDT evolves. The role will embrace substantive academic administration and management functions and necessitate interactions with a wide range of stakeholders across the University of Leeds including the Doctoral College, Faculty of Engineering Graduate School Office, Finance, Marketing, IT and Human Resources. A core element of the role will be engagement with a significant number of external stakeholders including industry, international collaborators and the funding body (EPSRC).

As Centre Manager, you will have significant project management experience, strong reasoning and analytical skills and substantial professional and managerial experience. Administrative experience in a Higher Education institution, or equivalent, is essential, along with strong leadership skills and the ability to ensure the long-term sustainability of the CDT. You will also possess excellent communication and interpersonal skills, with the ability to deal diplomatically and effectively with a range of stakeholders both internal and external to the University.

Alongside management of the CDT, you will also contribute to the successful management of other funded research projects in the School of Civil Engineering on a fractional basis, as needed.



Main duties and responsibilities

As Centre Manager, your main duties will include:

- Responsibility for managing the maintenance, and coordination of all administrative systems and processes for the effective operation of the CDT and the updating of these as the CDT evolves. This will involve creating and implementing project plans, taking into account financial and other resources. You will ensure all systems and processes align with University of Leeds policies and processes including quality assurance and financial integrity;
- Pro-actively managing the Centre administrator, including conducting performance reviews, monitoring workload and advising upon priorities to ensure a high quality service is provided to all internal and external stakeholders;
- Communicating and liaising, on a regular basis, with existing external stakeholders including industry, EPSRC and international partners and also proactively identifying and making contact with potential new stakeholders;
- Working proactively with Marketing to deliver a strong digital and social media presence (Twitter, LinkedIn, alumni network and website), facilitate on-going publicity of CDT activities and external communications;
- Collation and preparation of planning information, performance data and external benchmarking data in an easily accessible format for internal and external review;
- Preparation of documents for internal and external reviews including CDT annual report, EPSRC mid-term review, Advisory Board papers and bi-monthly newsletter;
- Responsibility for financial management of accounts in conjunction with Faculty;
- Finance office and presentation of accounts to Management Board and Advisory Board;
- Overseeing and review of all financial requests made by PGR students on their research training support grant on a monthly basis;
- Providing project management to non-CDT funded research grants within the School of Civil Engineering.

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:

- Substantial professional and managerial experience;
- Strong leadership skills, with experience of staff management;
- Substantial administrative and office management experience with experience and a detailed understanding of developing and implementing systems and processes within a higher education establishment or equivalent;
- High level of interpersonal skills, demonstrating excellent team working capabilities and an ability to work positively and inclusively within a collaborative programme and develop and maintain good working relationships at all levels, both internal and external to the University;
- Excellent written and verbal communication skills including the ability to collate information from a diverse set of sources and present this to a range of audiences both internal and external to the University;
- Proven ability of experience of managing significant budgets including the ability to make financial projections, monitoring accounts and provision of reports on a regular basis;
- Ability to maintain confidentiality and handle sensitive information with discretion;
- Strong reasoning and analytical skills, with a demonstrable capacity to use own initiative, make decisions on behalf of the Director and work with minimal supervision;
- Significant project management skills and organisational skills, including a willingness to work flexibly and under pressure, with the proven ability to plan and organise own workload identifying priorities to meet tight deadlines;
- High proficiency and experience in using Microsoft Office applications (Word, Excel, Power Point, Outlook and Access) for the provision of management information, for monitoring accounts and for file/database management for importing and exporting of information and for the running of reports;
- A willingness to be adaptable and to learn new skills as needed.

Desirable:

- Experience of maintaining websites, using website software and managing web pages;
- Knowledge of university-based student education policies and procedures and experience of working with PGR students;



- Experience of project management of collaborative programmes;
- Experience of communication between different organisations;
- An understanding of the language and terminology associated with physical sciences, technology and engineering.

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 Barbara Evans](#), Professor of Public Health Engineering

Tel: 44(0)113 343 1990

Email: B.E.Evans@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.

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](#).

