



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Project Manager

The Yorkshire Policing Academic Centre of Excellence (TYP-ACE), School of Law, Faculty of Social Sciences.



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

Reporting to: Professor Daniel Birks (University of Leeds), Professor Adam Crawford (University of York)

Reference: ESLLW1222

60% FTE, 22.5 hours per week

Fixed term 1 September 2025 - 31 August 2028 to complete specific time limited work

Location: Leeds (University Main Campus) and York (with scope for some hybrid working)

‘We are open to discussing flexible working arrangements.’

Research Project Manager – The Yorkshire Policing Academic Centre of Excellence (TYP-ACE), Faculty of Social Sciences

Overview of the Role

Do you thrive on managing complex projects that deliver meaningful change? Are you passionate about using research to improve public services? Do you have strong organisational and communication skills, and experience managing research-focused activities? Are you looking to advance your career at the heart of a nationally significant research initiative?

We are looking to recruit a Project Manager to support The Yorkshire Policing-Academic Centre of Excellence (TYP-ACE), an ambitious new initiative that brings together researchers from the Universities of Leeds and York. Funded by the National Police Chiefs' Council and UKRI, TYP-ACE is dedicated to support the future of policing through evidence-based approaches, with a focus on crime prevention, public trust, data analytics and the challenges of climate change. This role offers the opportunity to work closely with academic experts, police partners and national networks to shape activities and deliver real-world impact.

You will work closely with the Centre's leadership team (Professor Daniel Birks, Professor Adam Crawford, Dr Anna Barker and Dr Toby Davies, Dr Ali Malik) in coordinating TYP-ACE's programme of research, innovation, knowledge exchange and stakeholder engagement. You will also support financial reporting and help to manage a Flexible funding stream. Strong organisational skills, confidence in managing partnerships including academics across varied fields, a commitment to collaborative working with external partners, and a solutions-oriented mindset are vital to the role.

TYP-ACE will draw on a range of connections to research and innovation infrastructure across the Universities of Leeds and York including the [ESRC Vulnerability & Policing Futures Research Centre](#), [Leeds Institute for Data Analytics](#) and [Priestley Centre for Climate Futures at Leeds](#) and the [York Environmental Sustainability Institute](#) and [Centre for Reviews and Dissemination at York](#).



Main duties and responsibilities

As Project Manager, your main duties will include:

- Leading and delivering management for the project in collaboration with the Leadership Team;
- Taking responsibility for the project management function, establishing and enhancing systems and processes to support the effective delivery of TYP-ACE. Monitoring progress against planned objectives and workplans, and providing regular project management updates and reports to the Leadership Team.
- Organising and managing meetings and events for the project including dissemination and follow-up of minutes and actions as required;
- Overseeing and managing the project's Flexible Fund to support research, innovation and dissemination activities as required;
- Liaise with academics across the Universities of Leeds and York to develop and align cross-disciplinary expertise to project requirements.
- Developing and managing internal and external stakeholder networks and working collaboratively and effectively across the full range of stakeholders on the project, supporting the development of multi-disciplinary project teams to explore knowledge exchange and impact-related opportunities;
- Involvement in the development of coherent and effective communication systems and practices across the project;
- Providing support, information and advice to the project team in relation to its planning, decision-making and problem-solving to ensure that the project is delivered to the required quality, on time and in budget;
- Working with the Leadership Team to prepare project reports and ensure regular reporting to the NPCC;
- Ensuring that TYP-ACE supported activities are undertaken in accordance with a Coordinated Data Management Framework;
- Using your initiative and creativity to identify ways of enhancing the quality and social impact of TYP-ACE;
- Preparing project reports, conference presentations, and contributing content to the project website and its social media;
- Liaising with the University of Leeds, University of York, and ESRC Vulnerability and Policing Futures Research Centre's communications teams as appropriate.
- Monitoring compliance with funding terms and conditions



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.

The post will be based at the University of Leeds but will require the post-holder to work across both Leeds and York universities and to hold in-person meetings with colleagues on site at both institutions. There is flexibility in terms of how the 0.6 fte post is structured across the week, however, it is anticipated that the post holder will spend on average up to 2 days per week on campus at one or other of the host institutions.

Qualifications and skills

As a Project Manager, you will have:

Essential

- Substantial experience in research or business project management;
- Excellent organisational skills with experience of organising conferences and chairing meetings;
- Extensive experience of managing projects and compiling reports in clear accessible language;
- Excellent interpersonal and communication skills, including writing skills and experience of presenting and communicating effectively to an academic audience and external stakeholders as appropriate;
- An ability to build inter-institutional relations and networks;
- An understanding of the contemporary challenges facing policing and partner organisations and an appreciation of the current police reform agenda and the opportunities for research to inform policing change.
- Experience of managing budgets.

Desirable

- A postgraduate qualification in research or business project management;
- Experience of working on issues of public sector reform and delivery or the application of research with policy and professional practice;
- Substantial experience of project management within or in collaboration with higher education



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 Daniel Birks, Deputy Director ESRC Vulnerability and Policing Futures Research Centre

Email: D.Birks@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 of Social 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: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

This role is not eligible for Skilled Worker Visa sponsorship due to not meeting sponsorship criteria set by UKVI. Information on other visa options is available via the Government's Work in the UK page. For research and academic posts, we will consider eligibility under the Global Talent visa.

