



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### INFUZE Trial Officer, Faculty of Environment



**Salary:** Grade 6 (£32,546 – £38,249 pro rata p.a. depending on experience)

**Reporting to:** Dr Charlotte Elliott-Harvey

**Reference:** ENVTR1217

**Part time:** 50% FTE (17.5 hours per week)

**Fixed term** until 30 July 2028 to complete specific time limited work

**Location:** University of Leeds (with scope for hybrid working)

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

# INFUZE Trial Officer, Faculty of Environment

## Overview of the Role

**Would you like to be part of a major collaborative research initiative to help tackle transport's contribution to the climate crisis? Are you looking to apply your creativity and organisational skills in a dynamic team? Do you thrive on working in an exciting and creative environment committed to making a difference?**

Inspiring Futures for Zero Carbon Mobility (INFUZE) is a major £7.8m five-year research grant funded by the Engineering and Physical Sciences Research Council. Working across the Universities of Leeds, Lancaster and the Royal College of Art, INFUZE is seeking to achieve transformative change in how transport works, addressing the climate challenge whilst improving fairness and quality of life. INFUZE is an exciting new collaboration which will work with citizens and businesses to re-imagine our transport systems. The programme will build an increasingly ambitious suite of real-world trials with communities, transport providers and government partners. To deliver on our ambitions requires a committed and passionate member of the team who will work with our partners, researchers and the public and help ensure that our activities are professionally delivered and highly impactful.

As Trial Officer, you will work with the Principal Investigator, Programme Manager, Project Officer and other team members and project partners to support the delivery of the project's programme of trials and wider citizen and stakeholder engagement. You will undertake a central project support role working with and reporting to the Programme Manager.

## Main duties and responsibilities

- Leading the set-up, conduct and closure of a number of community-level trials and actively contributing to the design, from a trial co-ordination, regulatory and logistics perspective;
- Making day-to-day decisions about the set up and delivery of the trials;
- Monitoring progress and highlighting critical issues to the Programme Manager and senior project team, adhering to milestones, deliverables and resources allocated to each trial;





- Maintaining a thorough and up-to-date understanding and working knowledge of legislation, guidance and local and national research and demonstration trials in the field of local sustainable transport and applying this knowledge through working practices on the trials;
- Supervising and managing casual staff involved in the trial delivery and associated data collection exercises;
- Establishing and maintaining professional relationships with trial delivery partners, including city council and transport operators, and liaising with them to support their interaction with trial participants and implementation of the technologies and services involved;
- Coordinating with project trial participants, sending out participant information and tracking engagement involved in the delivery of project trials;
- Organising the dissemination of trial participant information and training, including legal paperwork and surveys;
- Completing data and information entry into the project trial databases;
- Making site visits in order to ensure the smooth delivery of the project trials;
- Managing the fieldwork budgets, procurement and purchasing processes related to the project trials;
- Completing fieldwork risk assessments and maintaining health and safety records;
- Working closely with the Programme Manager on maintaining research ethics records;
- Taking initiative to support the team in delivering the wider programme mission in an engaging, inclusive and socially responsible manner;
- Working both independently and as part of a larger team of researchers and stakeholders;
- Continually updating your knowledge, understanding and skills in the research administration field.

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

- A master's degree or PhD in a relevant discipline;
- Experience of working in a project support or project management role;



- Good interpersonal skills and ability to communicate complex information, both written and verbal, to a diverse audience, including trial participants, delivery partners and team members;
- Demonstrable experience in the design, set-up and delivery of real-world trials, experiments or engagement activities with members of the public in a context that involves both academic trials and trials with industry stakeholders;
- A strong background in designing and organising citizen-focused data collection;
- A proactive and solutions focussed approach to solving complex problems with the ability to think and plan ahead;
- Excellent IT skills with proficiency in using Microsoft Office software, and in particular Excel;
- Willingness to travel to different areas of Leeds during working hours;
- Experience of working within a diverse team, with the ability to manage and coordinate people and multiple tasks to enable key deadlines and project milestones to be met;
- The ability to work unsupervised and to use your own initiative;
- A clear personal motivation for the goals of the project.

#### Desirable

- Experience of data management and/or archiving;
- Experience of designing and delivering training materials for project stakeholders;
- Experience of working in an academic environment and with university processes and systems;
- Awareness of the regulatory and governance environment in the UK in relation to data protection and GDPR.

## **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 due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information please visit: <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>.

Find out more about the [INFUZE programme](#)

Find out more about the [Faculty of Environment](#)

Find out more about [Institute for Transport Studies](#)

Find out more about our [research and associated facilities](#)

Find out more about [equality in the Faculty](#)

### **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.

### **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.





### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@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.

