

CANDIDATE BRIEF

**Impact Officer (National Alternative Protein Innovation Centre (NAPIC)
Faculty of Environment**



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

Reference: ENVFS1144

Fixed term from 1st August 2025 for 2 years to complete specific time limited work.

We are open to discussing flexible working arrangements

Impact Officer, National Alternative Protein Innovation Centre (NAPIC), Faculty of Environment

Overview of the Role

We are looking for an Impact Officer to help evidence the National Alternative Protein Innovation Centre's (NAPIC) influence on the UK Alternative Protein ecosystem, by applying your expertise to coordinate a range of stakeholders; source and collate data from a variety of sources; and produce clear and concise reports.

NAPIC is a £38m entity (including a £15m UKRI investment) leading the development of the UK's alternative protein knowledge and innovation ecosystem, with a vision to make alternative proteins mainstream for a sustainable planet. Led by the Universities of Leeds, Sheffield, Imperial College London and the James Hutton Institute, the collaboration includes over 150 national and international partners. As NAPIC's Impact Officer, located at the University of Leeds, you will be a core member of NAPIC's operational management team (OMT) and work with all co-leads and community of partners.

You will make a significant contribution to demonstrating NAPIC's impact on the UK Alternative Protein ecosystem by helping to build a central evidence base of outputs and outcomes, in line with NAPIC's overarching Logic Model. You will support the OMT to track performance against NAPIC's KPIs; enable the development of case studies and Annual Reports; underpin evaluation of projects funded by NAPIC's collaborative programme funding (CPF); and ensure NAPIC meets its reporting obligations to the research funder.



Main duties and responsibilities

- Developing and maintaining a NAPIC evidence hub, as a centralised database of activities, outputs and outcomes; working closely with academic stakeholders from across the co-lead organisations and the OMT to regularly collate qualitative and quantitative data.
- Compiling a range of data sources that underpin NAPIC's KPI dashboard, ensuring data quality and extracting KPI performance reports as required by the CEO, Operations Director, Executive management board (EMB), and Non-executive management board (NEB).
- Delivering NAPIC's regular submission to ResearchFish to meet the funder reporting obligations including collating, curating, and uploading information drawn from all four co-lead organisations.
- Owning NAPIC's collaborative programme funding (CPF) portfolio within ResearchFish, ensuring accurate setup of projects and overseeing compliance with reporting requirements back to NAPIC as a funder. Extracting data and coordinating with input from the Technology & Innovation Managers on industry outcomes to generate an evidence base for evaluating CPF success.
- Supporting the communications manager to generate newsletters, case studies, and NAPIC's Annual Report by sourcing and translating information, both quantitative and narrative, to increase the visibility of NAPIC's activity and community.
- Designing and implementing feedback and evaluation processes for NAPIC events and training, working closely with the Communications and Skills Development Managers respectively.
- Collecting and curating anonymised EDI data from NAPIC recruitment, events and funding opportunities to evidence the accessibility and inclusivity of NAPIC's activities. Working with NAPIC's EDI subcommittee to ensure all data security, handling and usage complies with appropriate frameworks.

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

- Skill level equivalent to achievement of a professional qualification or undergraduate degree;
- Proven experience in collating, integrating, manipulating, analysing and presenting data from a wide variety of sources, with a strong attention to detail;
- Excellent communication (written and oral) skills and the ability to communicate effectively and professionally to influence and encourage input from stakeholders;
- Excellent IT skills and an ability to use a broad range of computerised systems (Including, but not limited to, Microsoft365: word, excel, PowerPoint) to support information and data collection and curation;
- Excellent organisational skills including the ability to coordinate work in parallel and an ability to meet strict reporting deadlines;
- Demonstrable experience of building positive working relationships within a matrixed team environment, as well as confidence working at the interface between a variety of cross-sector organisations;
- The ability to work independently and use own initiative and judgement to resolve issues, and take responsibility for finding solutions, utilising existing support mechanisms where appropriate/required;
- Working Knowledge of the UK research funding landscape, grant system and the approach and accountability for reporting;
- A strong commitment to your own continuous professional development.

Desirable

- Experience of working with in a Higher Education Institution and/or research environment;
- Experience with drafting impact case studies on research, industry engagement and/or as part of a University's submission to the Research Excellence Framework (REF);
- Familiarity with digital reporting tools including, but not limited to, ResearchFish, SciVal, Beauhurst, PowerBI;



Contact information

To explore the post further or for any queries you may have, please contact:

Dr Andrew Lee, Operations Director

Email: a.lee@leeds.ac.uk

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: www.gov.uk/skilled-worker-visa

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

Find out more about the [School of Food Science and Nutrition](#)

Find out more about [Equality 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.

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 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.

