



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Project Manager for EPSRC NetworkPlus in Terahertz Systems,  
Faculty of Engineering and Physical Sciences**



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

**Reporting to: Professor John Cunningham**

**Reference: EPSEE1144**

**Closing date: Sunday 10 August 2025**

**Fixed-term until 31 May 2028 - to complete specific time limited work**

**Location: Leeds main campus**

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

# **Project Manager for EPSRC NetworkPlus in Terahertz Systems, School of Electronic and Electrical Engineering.**

**Are you an experienced and ambitious research project manager looking to further your career in one of the UK's leading research-intensive universities? Are you confident and efficient, and keen to help establish a new UK Network led by an internationally leading research group through strong engagement with academics from across the UK and Europe?**

## **Overview of the role**

The University of Leeds has a long-standing international track record in the field of terahertz frequency electronics and photonics. Based in the School of Electronic and Electrical Engineering, the academic team benefits from an exceptional suite of research laboratories, and is supported by a number of large research programmes from a variety of funding bodies, many of which are collaborative with other UK or international research groups.

As Project Manager, you will provide professional support to a new EPSRC NetworkPlus grant in the area of Terahertz Systems, led by the Leeds Terahertz group, that starts in June 2025; our aim is to build a new UK Network of academic and industrial partners with the particular goal of enhancing collaboration between key UK terahertz research groups and their international (and particularly European) counterparts. The role will embrace substantive management, engagement, reporting and administrative functions, and require interaction with a wide range of stakeholders across the University of Leeds, other UK and European higher education institutions, with funders including EPSRC, and with industry. These stakeholders will include senior academics, mid and early-career researchers and technical colleagues, and university professional support staff in marketing, communications, finance, purchasing, and outreach, as well as representatives of external funding bodies.

The Project Manager role is a position of high responsibility that requires excellent interpersonal skills, managing a broad range of stakeholder relationships including those across the many UK universities involved in the Network, as well as a broad range of operational expertise, including financial management, and reporting on research accomplishments by Network members.





Providing direct professional support to the Project Lead, Professor John Cunningham, other senior academics in the THz team at Leeds, and the wider UK leadership team of the Network, the Project Manager will facilitate and support all activities undertaken by the new Network. The role will include day-to-day project management, and organisation of the Network project's Core Team, Advisory Group and Network member meetings, including organisation of a large number of workshops and conferences, as well as financial monitoring, and preparation of management reports.

## **Main duties and responsibilities**

- Managing the NetworkPlus project, comprising of a large number of funded projects within. Working with the University academic team and external partners, including being responsible for formal reporting of progress to the project Advisory board, and funders (EPSRC);
- Monitoring and proactively supporting the work of several cross-cutting themes within the Network, led by academics both at the University of Leeds and other high education institutions (including the Universities of Cambridge, Oxford, Warwick and Glasgow). These themes include ED&I, Industrial Translation, Advocacy, Training of early to mid-career researchers, and the development of a new 10 year Roadmap for terahertz science and technology (which will involve working with an external Road mapping company);
- Proactive identification of efficient use of budgets, and providing advice/feedback to the academic team on this;
- Ensuring effective liaison and communications between the management Group, Core team, advisory board, special interest groups, international colleagues, and funders; this will include preparing progress reports for EPSRC and the NetworkPlus advisory board on behalf of the Management group;
- Coordination of meetings, workshops, and other Network events;
- Acting as a first point of contact for the network; developing ways to proactively expand Network membership;
- Providing administrative support for the work of several special interest groups being established by the Network across several specific academic areas, within the overarching theme of Terahertz Systems;



- Preparing and interpreting financial reports for the Network's Core Team of academics, its advisory board and EPSRC, ensuring compliance with funding guidelines;
- Identifying and mitigating any potential risks related to the project's objectives or financial management, including proactively dealing with any issues relating to Trusted Research, working with the University's Trust Research team;
- Tracking progress and documenting the NetworkPlus activities, gathering relevant data assessment of its impact, and preparing detailed reports for the management and advisory boards and EPSRC to demonstrate outcomes from the Network;
- Establishing processes for, and monitoring of, distribution of the project Seedcorn fund, including the development of funding proforma for this, as well as proactive monitoring of individual resulting project outcomes;
- Acting to promote the Network using a diversity of media including establishing and maintaining a dedicated webpage, and active dedicated social media accounts;
- Ensuring adherence to all funder guidelines, ethical standards, and legal requirements;
- Identifying new funding and exploitation opportunities, aiding sustainability of the Network beyond its initial 3 year funding period;
- Building and maintaining a new Network website;
- Maintaining your own continuing professional development, keeping up to date with project management and public engagement best practice.

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

- Strong project management 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;
- Proven strong leadership skills, high levels of interpersonal skills and diplomacy, demonstrating excellent team working capabilities, and a proven



ability to develop and maintain good working relationships with colleagues at a range of seniorities;

- Excellent written and verbal communication skills with the ability to collate information accurately from a diverse set of sources, including financial data and reports, and present this precisely and in prescribed formats to a range of audiences across the Network membership;
- Strong reasoning and analytical skills, with a proven capacity to use own initiative and creativity, make decisions on behalf of senior colleagues, and to work with minimal supervision;
- A willingness and ability to work away from Leeds on occasion when required, including evenings and weekends and international travel, when supporting and attending externally facing activities e.g., at UK science festivals, Network workshops or international meetings;
- High proficiency and experience in using Microsoft Office applications (especially Word, Excel, PowerPoint, and Outlook);
- An understanding of the language and terminology associated with science and engineering, and an enthusiasm to promote research and impact in these fields.

### Desirable

- Experience of working within a Higher Education establishment or equivalent;
- A degree in Physics, Electronic Engineering, or aligned discipline (experience of working in a scientific research area);
- Experience of understanding and managing project budgets;
- Experience of communications and marketing, particularly to an academic and technically literate business audience;
- Experience of using the WordPress content management system for building and / or maintaining websites.

## 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 John Cunningham](#), Professor**

Tel: +44(0)113 343 0618

Email: [J.E.Cunningham@leeds.ac.uk](mailto:J.E.Cunningham@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the School of [Electronic and Electrical 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](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**

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](#).

