



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Project Manager for UKRAS STEPS,  
Faculty of Engineering and Physical Sciences**



**Salary: Grade 7 (£41,064 – £48,822 p.a.)**

**Reporting to: Professor Robert Richardson**

**Reference: EPSME1196**

**Closing date: Sunday 31 August 2025**

**Fixed-term for 12 months - To cover peak demand for a limited period**

**Location: Leeds main campus**

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

# **Project Manager for UKRAS STEPS, Strategic Technical Platform, School of Mechanical Engineering.**

**Are you an experienced and dynamic project manager with a background in managing complex research and innovation projects? Are you seeking an opportunity to lead the operational delivery of a high-profile national initiative aimed at transforming the UK ecosystem for research technicians in Robotics and Autonomous Systems (RAS)?**

## **Overview of the role**

In this role, you will take a leading position in managing the operational aspects of the £1.9m UKRAS STEPS programme. Working closely with the Programme Manager, you will be responsible for delivering a structured and high-impact programme that advances research technician development, supports strategic collaborations, and promotes excellence within the UK robotics community.

The UKRAS STEPS initiative is committed to equal opportunities, and we encourage applications from individuals of all backgrounds who meet the personal specifications.

## **About UKRAS STEPS**

The UKRAS Network has successfully united academics working in RAS across 37 UK universities. UKRAS STEPS is building upon this success by creating a professional network for technicians, laboratory staff, and facility managers within RAS research.

As part of its mission, UKRAS STEPS will establish a strategic platform that enhances skills development, promotes inclusivity, and fosters collaboration across the UK RAS community.

## **Key objectives include:**

- Advancing technical knowledge, skills, and career development for research technicians in RAS;





- Transforming the UK environment for research technicians through networking, knowledge exchange, and international collaborations;
- Delivering a professionally managed, inclusive, and sustainable programme that adheres to ethical and environmental best practices.

## **Main duties and responsibilities**

- Together with the Programme Manager, leading the day-to-day operational management of the programme, ensuring project deliverables are met within budget constraints;
- Maintaining detailed project plans, including risk management strategies and performance monitoring metrics;
- Managing stakeholder engagement across partner universities, industry, and funding bodies to build collaborative opportunities;
- Overseeing financial planning and budget management, ensuring compliance with funding guidelines;
- Organising project meetings, producing reports, and tracking project outcomes;
- Managing event coordination for UKRAS STEPS workshops, conferences, and networking sessions;
- Developing communication strategies, including website and social media content, to raise the profile of UKRAS STEPS and its activities;
- Providing leadership and guidance to project support staff, ensuring alignment with the strategic objectives of the initiative;
- Representing UKRAS STEPS at external meetings, conferences, and advocacy forums;
- Organising external events and associated logistics.

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 bachelor's degree in engineering, technology, project management, business, or a related field (or equivalent professional experience);
- Excellent organisational skills with attention to detail and ability to meet deadlines;
- Excellent analytical skills (financial, situational and organisational) accompanied by strong risk assessment and mitigation abilities, e.g. ability to independently identify potential issues as well as propose and implement solutions;
- Proven experience managing complex projects, preferably within a research, academic, or technology-focused environment;
- Strong leadership skills with the ability to coordinate multiple stakeholders and deliver high-impact initiatives;
- A solid understanding of project management methodologies, tools, and techniques;
- Experience in financial management, including project budgeting and reporting;
- Excellent interpersonal skills, including an ability to establish and maintain good working relationships at all levels and with individuals from different backgrounds and cultures;
- Experience in event planning, logistics, and workshop delivery;
- A proactive, self-motivated approach to problem-solving and process improvement;
- Proficiency in IT tools, including Microsoft Office, Excel and project management software;
- Excellent written communication and presentation skills.

## Desirable:

- A higher-level degree (MSc, MBA) or professional project management certification (PRINCE2, PMP, Agile);
- Experience in a multidisciplinary academic environment, working with senior academics;
- Experience of working in a relevant commercial organisation;
- Experience in Robotics and Autonomous Systems.



## 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 Robert Richardson](#)**, Professor

Tel: +44 (0)113 343 2156

Email: [R.C.Richardson@leeds.ac.uk](mailto:R.C.Richardson@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 Mechanical Engineering](#).

This role is based at the Real Robotics Lab, University of Leeds, which currently receives direct funding exceeding £3 million and contributes to major UK RAS research projects, including Pipebots, Trustworthy Autonomy Node in Verification, and the Advanced Machinery and Productivity Institute (AMP Institute).

Join us in shaping the future of research technician development in Robotics and Autonomous Systems!

### 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.](#)

