



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Communications and Marketing Officer (Bragg/Royce),
Faculty of Engineering and Physical Sciences**



Salary: Grade 6 (£33,951 - £39,906 p.a. pro rata)

Reporting to: Claire Savy

Reference: EPSFS1015

Closing date: Wednesday 03 September 2025

Fixed Term (until 31 March 2027 - to complete specific time limited work)

Part Time: 50% FTE, 17.5 hours per week

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

We are open to discussing flexible working arrangements

Communications and Marketing Officer (Bragg/Royce), Faculty of Engineering and Physical Sciences.

Are you an experienced content editor and writer with the ability to think creatively and communicate a wide range of topics across different channels?

Overview of the Role

We are looking for a talented individual to join the Bragg Centre for Materials Research and the Royce Institute at Leeds (Royce@Leeds). We want to use engaging stories about research and innovation to promote and share the materials research taking place at the University of Leeds. In particular, we are looking for someone who is able to equally structure, write and edit clear and concise copy for print, and produce engaging digital content.

Reporting to the Bragg Centre Manager, you will support communications and engagement activities for existing research by working with academics and senior colleagues to create compelling content which aligns with strategic objectives and engages key audiences.

Main duties and responsibilities

- Working closely with the Bragg Centre Manager to deliver a Centre communications and marketing strategy, ensuring that the Centre's capabilities, facilities and expertise are promoted locally and nationally;
- Working with Bragg Centre staff and members, including academic and technical staff, to write and curate case-studies highlighting research outputs from the Centre;
- Working with the Bragg Centre team to produce print and digital media, including copy for annual reports, leaflets, online articles, and blog posts;
- Working closely with the Royce Hub communications team (located in Manchester), including attending on-line/hybrid Royce Communications meetings;
- Engaging with University marketing and communications teams to support effective promotion for the Centre, Royce@Leeds, and strategic research



programmes, working across University corporate platforms and news outlets, and according to University and Institute guidelines;

- Ensuring that the Royce and Bragg websites remain up-to-date with accurate information by creating, editing and curating research content;
- Developing existing social media channels (LinkedIn and Bluesky) and extending social media reach to support engagement;
- Commissioning of photography, graphics and video, working with specialists and engaging approved suppliers as necessary;
- Supporting regular and ad hoc Bragg and Royce events and meetings at Leeds.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties will be required consistent with the grade of the post.

Qualifications and skills

Essential

- Strong copywriting, editorial and proofreading skills to write concise and engaging copy on complex subjects for a variety of audiences and platforms, including case studies;
- Good task management and organisational skills with the ability to work independently and flexibly, manage several projects simultaneously, and meet demanding deadlines;
- Demonstrated interest in science and engineering;
- Excellent standard of written English, including grammatical accuracy;
- Ability to disseminate detailed technical information to a variety of audiences who may have a limited knowledge of the subject;
- Ability to establish strong working relationships, to work independently, and as part of a team.

Desirable

- An honours degree, or equivalent industry experience;
- A recognised marketing qualification (or equivalent experience);
- Knowledge and understanding of the Higher Education/RTO sector and current trends and issues;



- Knowledge of materials research;
- Working knowledge of Adobe Creative Cloud, with particular focus on InDesign to create digital and print media, or a willingness to be trained;
- A demonstrable understanding of web accessibility guidelines and SEO best practices.

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 Edmund Linfield](#), Director of the Bragg Centre for Materials Research, and Research Area Lead for Atoms to Devices at the Royce Institute

Email: E.H.Linfield@leeds.ac.uk

OR

The Bragg Centre Team

Email: BraggCentre@leeds.ac.uk

Additional information

Faculty Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#).

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.

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 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 [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](#).

