



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Climate Commissions Policy and Public Affairs Manager, Faculty of Environment



Salary: Grade 8 (£51,753 – £59,966 p.a. depending on experience)

Reporting to: Rosa Foster

Reference: ENVEE1838

Fixed term until 30 April 2029 to complete specific time limited work

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

We are open to discussing flexible working arrangements

Climate Commissions Policy & Public Affairs Manager, Faculty of Environment

Overview of the Role

Do you have experience working with local and combined authorities, and politicians at all levels, on the design and delivery of policies that support positive & inclusive climate action? Do you have expertise of shaping local or regional policy and of contributing to policy debates at the national level? Do you have strong organisational and communication skills? Do you have experience in leading and delivering extensive stakeholder engagements across a wide range of sectors and political landscapes?

If so, we want to hear from you! We are looking for a Policy & Public Affairs Manager who will play a central leadership role, on behalf of the [Climate Commissions](#) in the city of Leeds and across the Yorkshire and Humber region, engaging with local and combined authorities, national fora such as select committees, peers networks and all party parliamentary groups to support the inclusion of climate actions in policies and plans.

The climate crisis is the most significant challenge the world faces. The science is clear and at the University of Leeds we are highly focussed on impact – it is our most important contribution to make a positive difference in the world. Our Climate Plan is at the heart of what we are doing to support climate change mitigation and adaptation, locally and globally, while also contributing to a healthier, greener and fairer place to live, work and study.

The Climate Commissions' Team, led by the Climate Commissions Director, within the University of Leeds School of Earth and Environment, provide multi-functional support to the Leeds and the Yorkshire and Humber Climate Commissions. As the Policy and Public Affairs Manager, you will lead the Commissions' team's public affairs work by driving the development and advocacy of inclusive climate related policy. You will ensure climate action is woven across the policy and legislative landscape in a way that supports system level changes championed by Commission-led initiatives and meaningfully brings communities into discussions and policy developments. You will also liaise with politicians and national policy makers to identify and advocate for how UK policy could better support national, regional and local climate actions.



Main duties and responsibilities

- Working with the Commissions team and Commissioners to build YHCC, and key local government stakeholders and Westminster & Whitehall, to identify and develop impactful collaborations across the scales of public policy;
- Working with the Co-Chairs of the Yorkshire and Humber Climate Commission's Regional Policy Forum and the regional All-Party Parliamentary Group (APPG) to:
 - Lead an effective forum that shows progress and encourages action, connecting with and influencing the APPG's policy work;
 - Work with elected members and officers in local and combined authorities across the region to tackle key climate change challenges;
 - Develop and advocate for the adoption of best practices in designing and delivering policies and plans that integrate climate action and its multiple co-benefits;
 - Engage with MPs, Peers, legislation drafters, and policymakers in key national government ministries to highlight the need for national policy changes that would better support & accelerate regional and local climate actions;
- Managing and planning the development and use of various climate-related policies and plans with partners;
- Being responsible for coordinating and overseeing the public affairs workstreams, creating a consistent, strategic, and positive message that supports the Commissions' goals and raises the profile of both the Commissions and the University of Leeds nationally and internationally;
- Collaborating with key partners to develop and implement strategies for raising the Commissions' media profile building networks and creating opportunities and content;
- Managing multiple projects such as tracking and reporting public affairs & policy activities against key metrics to measure progress and impact in engagement and influencing efforts, and embedding a GDPR-compliant system for planning, tracking, and recording engagement with the Commission's key political, civic, and policymaking stakeholders;
- Working in partnership with the group Co-Chairs & the Communications Manager to support the YHCC's Public Affairs Steering Group by developing informed positions and horizon scanning;



- Leading a highly skilled group of communications specialists, and with the support of subject matter experts, you will guide and steer the Commissions' wider communications and public affairs activities. You will also be responsible for standards of excellence for core services and products like copy editing, websites, briefings, circulars, events, and bespoke policy and action-oriented materials;
- Being responsible for planning, attending, accompanying others and/or briefing others attending visits, events, and dinners with key political and civic stakeholders to build relationships and advocating for the Commissions' goals;
- Aligning political and policy engagement in collaboration with colleagues across the University, including Research Development & Innovation, Policy Leeds, the Priestley Centre for Climate Futures, and the Yorkshire & Humber Policy Engagement & Research Network.

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

- Political, environmental, and cultural awareness, coupled with excellent interpersonal skills, the ability to influence and maintain networks across the political spectrum and all levels of government;
- An excellent communicator with experience of working with senior public figures, politicians, national and regional stakeholders. Familiarity with national policies and plans that shape local and regional capacities for climate action, with experience of delivering in politically challenging settings;
- Direct experience in the design and delivery of climate-related policies and plans in and/or with local or combined authorities, and experience of working in a large, complex or matrix organisation;
- Ability to exercise initiative, leading complex nuanced work independently, managing your own workload whilst providing effective, compassionate and robust leadership to your direct reports and wider team;
- An ability to work in an open and diplomatic way with diverse stakeholders as well as colleagues at all levels with different perspectives and priorities, with demonstrable familiarity of their work and priorities including those of public



sector organisations, businesses, VCSEs and other partnerships and collaborations;

- Experience in organising and supporting meetings and events that can require complex arrangements and significant engagement strategies to ensure effective discussions and meaningful commitments are made, with the right support in place for impact afterwards;
- Personal integrity and a strong personal code of ethics, together with a drive to deliver, excellent prioritisation and organisational skills, an ability to work with a high level of accuracy and attention to detail including proof-reading skills, under sustained pressure, to tight deadlines and with strong personal resilience.

Desirable

- A degree and/or related work experience relating to climate change, climate resilience, nature's recovery or inclusive action/just transitions that is directly relevant to the region and to the work of the Commissions.

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 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: 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>

About the Commissions

The [Leeds Climate Commission](#) was the first of its kind, established in 2017. The [Yorkshire and Humber Climate Commission](#) (YHCC) was established in 2021. They are both independent advisory bodies working with public, private and third sector (i.e. VCSE) organisations across the city and region respectively to catalyse evidence-based, collaborative action by linking the global outlook and big-picture science to on-the-ground impact at a local, regional and national scale. Through the approach laid



out in the regional Climate Action Plan, the Commissions work across four pillars of climate action: supporting rapid decarbonisation; promoting climate resilience; protecting and restoring nature; and facilitating just (i.e. fair and inclusive) transitions across the city and region. .

The Commissions are in an exciting phase of work, having launched programmes of flagship projects aimed at realising systems level change in areas such as decarbonising the energy sector; place-based interventions for climate adaptation; monitoring and engaging climate action; creating spiral education programmes; enabling investment and transitioning the way we use and manage our land and water to benefit us all and support nature's recovery.

Your role will be crucial in advancing the climate commissions' goals by fostering collaboration, influencing policy, and enhancing public engagement.

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

Find out more about our [School](#).

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 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 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.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at 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.

