



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Project Officer for Ribo-Code BBSRC sLoLa**

**Faculty of Biological Sciences**



**Salary: Grade 6 (£33,951 - £39,906 pro rata)**

**Reference: FBSMB1305**

**Available on a fixed-term, part-time basis (50% FTE) until 31/03/2028 (to complete specific time limited work)**

**This role will be based on the university campus with scope for it to be undertaken in a hybrid manner. We are also open to discussing flexible working arrangements.**



## **Project Officer for Ribo-Code BBSRC sLoLa Faculty of Biological Sciences**

**Do you want to be part of an exciting team project? Do you want to empower scientists to do cutting-edge, interdisciplinary research? Are you passionate about project management, positive research culture, science communication and EDI?**

The project officer will be responsible for project coordinating and overseeing the day-to-day running of the programme as well as its future development, including coordinating collaborative working, and helping with future funding applications. For example, this will include (i) organising meetings/reporting and facilitating research; (ii) co-ordinating external advocacy (e.g. with the advisory board) and public engagement activities; (iii) ensuring effective utilisation of resources, budget updates and that data storage systems are in place.

This position is ideally suited to a highly organised and motivated individual with a background in the biomedical sciences who wishes to develop their career in research programme management. Given that the project involves close collaboration between academics at 3 universities, a scientific advisory board and ~16 researchers, the post holder must have excellent interpersonal and communication skills and a comprehensive understanding of issues relating to carrying out collaborative research. You should have a degree level qualification in science, engineering, business or project management. You should also have a track record in the management of similar academic projects, with demonstrable project management skills, including strong analytical, creative and problem-solving skills.

We are passionate about fostering a supportive, responsible, and inclusive research culture. Equity, diversity, and inclusion (EDI) are central to how the team operates, and the team will play active roles in EDI activities across the 3 universities. Development opportunities for a range of career avenues (e.g. CV writing workshops, presentation training, meet industrial representatives) will be available. Mentoring will be provided and tailored to your career goals.



## **Further Information**

The 'Ribo-Code' BBSRC sLoLa project is a multi-institution, multi-speciality consortium with the common purpose of “unlocking the secrets of specialised ribosomes across eukaryotes”. These are compositionally distinct ribosomes that translate specific mRNAs. Our findings have the potential to impact our understanding of several human diseases, including ribosomopathies, cancers and viral infection, and enable the modulation ribosome translation in future medical, agricultural and biotechnological applications.

This position represents a unique opportunity to be involved in a highly collaborative, interdisciplinary project. Working as part of a team of 7 postdocs, 5 PhD students, 3 research technicians, 2 data scientists and 8 group leaders, across 3 universities (Leeds, Manchester and Sheffield), you will have the opportunity to develop excellent skills in communication, teamwork and collaboration. We are passionate about fostering a supportive, responsible, and inclusive research culture. Equity, diversity, and inclusion are central to how the team operates.

## **What does the role entail?**

As a Project Officer, your main duties will include:

- Supporting the management of the project, as directed by [Dr Julie Aspden](#);
- Coordinating Ribo-Code team meetings (including tele/videoconferences), managerial meetings and supervisory boards, and play a proactive role in such meetings;
- Supporting meetings, which will involve preparation of agendas and minute taking, ensuring supporting papers are compiled and distributed in a timely manner and responsibility for ensuring action points are followed through;
- Collecting data from team members for project reports and the website;
- Taking the leading role in preparing project reports for the BBSRC and the scientific advisory board;
- Helping deliver the projects' objectives, by coordinating and managing all project work-packages, including monitoring progress of deliverables and performance;
- Taking budgetary control for the scientific advisory board meetings, project workshops and community events;





- Supporting the investigators in the management of the finances of the RiboCode project, including monitoring accounts, travel, invoice payments and keeping accurate records of spending against accounts;
- Advising the investigators regarding the effective use of their budgets, based on proactive management of their budgets;
- Coordinating between local research and finance offices, from the three Universities and BBSRC;
- Along with [Dr Julie Aspden](#), ensuring project compliance with BBSRC guidelines;
- Actively supporting the coordination of recruitment, processing paperwork for visitors, both academic and scholars, and preparing for their arrival including assuming responsibility for their induction;
- Acting as the first point of contact for team and external enquiries;
- Attending project team meetings and community building events;
- Designing and maintaining the project's website;
- Supporting the team with open access compliance, uploading publications to Symplectic, offering guidance to staff and research students and providing support in data management;
- Finding opportunities to further disseminate project outcomes;
- Assisting with the organisation of networking and outreach events, including support for public engagement when required. NB Some of these events may take place outside normal working hours;
- Ensuring maintenance of agreements including research collaboration, confidentiality and IP agreements.

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.

## What will you bring to the role?

As a Project Officer, you will have:

- A degree level qualification in science, engineering, business or project management, gained via a qualification or work;
- A track record in the management of similar academic projects, with demonstrable project management skills, including strong analytical, creative and problem-solving skills;



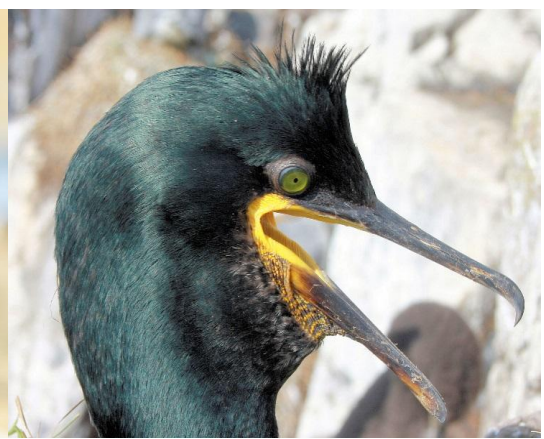
- Ability to prioritise workloads and retain a clear focus on outcomes/deadlines when under pressure;
- A high level of organisational, planning and self-management skills, with the ability to support a range of different work streams simultaneously;
- Excellent interpersonal, communication and team working skills, with the ability to interface effectively between academic staff and external partners (including face to face, online and by email);
- Experience of the planning and execution of events;
- Excellent written communication skills, with experience of writing complex reports that involve multiple partners, and an eye for detail and accuracy;
- Experience in using range of software (incl. good working knowledge of Word, Outlook, Access, Excel, PowerPoint) and online communications including email and the Internet;
- Experience with web page design and management;
- A proven ability to work in a pro-active manner, to work on own initiative independently, to maintain independence and remain assertive when faced with conflicting viewpoints and to work well as part of a team;
- The ability to exercise personal initiative, make decisions and work with minimal supervision;
- Proven skills in supporting committees and working groups;
- A flexible work approach and willingness to work outside normal working hours occasionally or travel;
- The ability to maintain confidentiality and handle sensitive information with discretion.

You may also have:

- A PhD in Science or Engineering, or Business Management;
- Experience of working in gene expression.
- Experience of public communication and engagement;
- Experience of supporting resource management.

## 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.





Your application should include:

- A supporting statement providing evidence to support each requirement listed on the 'What will you bring to the role' section of the Candidate Brief (no more than two sides of A4, minimum font size 11);
- A curriculum vitae.

## Contact information

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

**[Dr Julie Aspden](#)**, Director of RiboCode BBSRC sLoLa

Email: [j.aspden@leeds.ac.uk](mailto:j.aspden@leeds.ac.uk)

## Additional information

The University of Leeds and the Faculty of Biological Sciences are committed to providing equal opportunities for all and offer a range of family friendly policies. The University is a charter member of Athena SWAN (the national body that promotes gender equality in higher education), and the Faculty of Biological Sciences currently holds a Silver award. We are proud to be an inclusive Faculty that values all staff, and are happy to consider job share applications and requests for flexible working arrangements from our employees. Our Athena SWAN [webpage](#) provides more information.

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

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 School of Biomedical 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, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.



## **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.

## **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@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**

Please note: If you are not a British or Irish citizen, 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, this may be your 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 the Government's Skilled Worker visa page.

