



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Research Support Officer, Faculty of Environment



**Salary: Grade 6 (£33,951 – £39,906 p.a. depending on experience)**

**Reporting to: Dr Aisling Dolan (Head of Faculty Research Operations, Faculty of Environment)**

**Reference: ENVTR1220**

**Fixed term until 1 August 2026 because there is a need for temporary cover**

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

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

# Research Support Officer, Institute for Transport Studies, Faculty of Environment

**\*\*Please note this post is open to current University of Leeds employees only\*\***

## Overview of the Role

**Are you interested in supporting Research and Innovation activity in a research-intensive environment? Do you have excellent organisational and communication skills, and the ability to manage a wide range of complex activities?**

We are seeking a skilled and motivated Research Support Officer to work within the Faculty of Environment in the Institute for Transport Studies. Reporting to the Head of Faculty Research Operations and working closely with the Institute's Director of Research and Innovation, you will play a central role to support in implementing and monitoring activities aligned with the Institute's research strategy.

The Institute for Transport Studies is one of the UK's leading departments for transport teaching and research. We deliver internationally excellent research outputs, which impact upon transport policy and practice, and contribute to the wider economy and society. Our research mission is to support the development of intelligent mobility systems that are connected, inclusive, productive and resilient.

As the Research Support Officer, you will be an active member of the Institute's Research and Innovation Committee and support the communication of research opportunities and research compliance requirements to academic staff. You will work closely with the Workload Planning Officer to ensure academic staff achieve a balance between their teaching and research workloads. You will manage a small Research Support team, creating a collaborative and supportive working environment.

You will work in close partnership with both academic colleagues and professional services teams across the University (e.g. Faculty Research and Finance Offices, Research Quality and Policy Team, the Library and HR) to ensure essential research activity within the Institute is delivered and a successful outcome for the next national Research Excellence Framework (REF) submission is secured. This will involve support in designing and implementing processes, policies and activities (including



workshops and events) to ensure that the core missions of the Institute's diverse research portfolio are supported, and that research is delivered to the satisfaction of funders and sponsors. Continuous improvement of processes and systems will be a vital part of this role. Your role will form part of a wider Faculty Research Support team, and you will have opportunities to contribute to both Institute and Faculty-related research support activity.

## Main duties and responsibilities

As a Research Support Officer, your main duties will include:

- Working with the Director of Research and Innovation and Institute Director to manage strategically significant research-related initiatives, supporting the implementation of the Institute's research strategy through the development of processes and the preparation of reports and reviews of research activity and esteem as required;
- Leading and managing a small team of Research Support professional services staff, including setting clear objectives, ensuring balanced workload distribution, monitoring performance, and developing and sustaining an effective and collaborative team culture;
- Attending the Faculty Research and Innovation Committee, and co-ordinating the Institute-level Research and Innovation Committee, ensuring that important information is communicated to the Institute in a timely fashion and that relevant stakeholders within the Institute can feed into key Faculty decisions where required;
- Supporting the Institute's contribution to REF, working with the Director for Research and Innovation and relevant Unit of Assessment leads, with particular responsibility for the "Contributing to Knowledge and Understanding and People, Culture and Environment" sections of REF2029. Engaging and supporting research-active staff in REF-related activity, providing guidance, monitoring progress, and ensuring alignment with institutional requirements;
- Working proactively and independently to keep informed of all strategic research-related activity in the Institute, providing timely advice and guidance to staff on updates to policies, ensuring senior colleagues are involved in developing and agreeing any necessary adjustments, particularly where these impact across the Institute. Delivering training and induction on key procedures such as Open Access publishing/compliance and timesheet reconciliation;



- Supporting the Institute's Quality Management System for Research, including conducting annual audits of research projects to ensure compliance with quality assurance processes, and reporting outcomes to senior leaders as appropriate.
- In partnership with the Institute's Deputy Director, and through line management of the Workload Planning Officer, overseeing staff planning processes within the Institute;
- Driving system and process improvements, ensuring adoption of University-wide systems (e.g. WAMs) where appropriate;
- Maintaining a high level of expertise in all relevant systems (e.g. Symplectic, Kristal), adopting and embedding new platforms as they are introduced through University-wide initiatives, including the Corporate Processes and Systems (CPS) project;
- As part of the Faculty of Environment Research Support Team, building and maintaining effective working relationships with Faculty support functions – including Central Research Support, Faculty Finance, and the Library – as well as with professional services colleagues across the University.

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

- Proven experience of managing and supporting research-related initiatives in a higher education or comparable complex organisation;
- Demonstrated ability to lead and manage a small team, including setting objectives, allocating workload, and fostering collaboration and professional development;
- Excellent organisational skills, with the ability to manage multiple projects, meet deadlines, and maintain attention to detail;
- Strong interpersonal and communication skills, with the ability to build productive relationships and provide clear and accurate advice to academic, professional, and external stakeholders;
- Experience of using quantitative and qualitative data to prepare reports, reviews, or other documentation for senior leaders;



- Evidence of contributing to the development and improvement of administrative or research support systems and processes;
- Proven ability to adapt to and adopt new systems, processes, and policies, with a commitment to continuous improvement;
- High proficiency in relevant IT systems, including the Microsoft Office suite (particularly Excel) and a willingness to develop expertise in emerging platforms;
- Ability to exercise initiative, sound judgment, and discretion in handling confidential or sensitive information.

#### Desirable

- Knowledge and understanding of the Research Excellence Framework (REF) or equivalent national/international research assessment exercises;
- Understanding of the research funding landscape in the UK and internationally.

## **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 due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants.

Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

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

Find out more about the [Institute for Transport Studies](#)

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, people 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.

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.

## **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.

