



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Project Administrator for UKRAS STEPS, Robotics and Autonomous Systems Strategic Technical Platform, Faculty of Engineering and Physical Sciences



Salary: Grade 5 (£29,588 - £33,002)

Reporting to: Marie Daniels

Closing date: Wednesday 26 August 2026

Reference: EPSME1215

Fixed-term (Until 31 December 2027 - to complete specific time limited work)

Location: Leeds main campus (with scope for hybrid working)

We will consider flexible working arrangements

Research Project Administrator for UK RAS STEPS, Robotics and Autonomous Systems Strategic Technical Platform, Faculty of Engineering and Physical Sciences.

Are you a passionate and experienced individual with a background in research project administration? Are you seeking a fresh and exciting opportunity to take on an important role in a new initiative aimed at transforming the UK ecosystem for research technicians in Robotics and Autonomous Systems?

Overview of the Role

In this role, you will provide essential administrative and coordination support for the **UK RAS STEPS** project, a major initiative funded to develop skills, training, and education pathways for Research Technical Professionals working in robotics and autonomous systems across the UK. Working closely with the Programme Manager and academic leads, you will ensure smooth delivery of project activities, effective collaboration between partners, and timely reporting to funders.

The UKRAS Network has successfully brought together academics working in robotics and autonomous systems (RAS) across 60+ universities in the UK. UKRAS STEPS aims to replicate this success for all technicians, laboratory, and facility managers working in RAS within the same network.

As part of its mission, UKRAS STEPS has established a dynamic, community-driven strategic technology platform that empowers individuals to develop their skills while fostering an inclusive community. This initiative aims to enhance the UK environment and support the delivery of world-class RAS research in the country. You will be a critical link between the community and the Programme Leads.

Key objectives include:

- Enhancing Individual Technical Knowledge, Skills, and career development of RTPs in RAS in the UK;



- Transform the UK environment for RTPs through networking, shared knowledge, community driven activities, celebrating and publicising success, international collaboration, and national advocacy;
- Deliver a flagship programme, that is professionally managed to be inclusive, ethical, programmatically sustainable, and environmentally conscious.

You will be based at the [Real Robotics](#) lab, University of Leeds, which currently receives direct funding exceeding £3 million from research projects with a cumulative value of >£20 million. Our research portfolio encompasses a range of projects, such as the development of robotic systems for inspecting and repairing urban infrastructure, as well as the manufacturing of robots, including world class robot [fabrication facilities](#).

Current major externally funded projects include [Pipebots](#), [Trustworthy autonomy node in Verification](#), and Strength in Places funding which is associated with the Advanced Machinery and Productivity Institute ([the AMP Institute](#)). The real robotics lab consists of 10 full-time academics and technicians, >10 post-doctoral researchers, and >20 PhD students, collectively contributing to the vibrant and dynamic research environment.

Main duties and responsibilities

- Supporting the development and delivery of UK RAS STEPS activities as directed by the Programme Manager and academic leads;
- Monitoring project finances and ensure excellent file maintenance for audit and reporting purposes;
- Procurement and processing invoices and expenses;
- Providing administrative support including compiling progress reports, gathering and presenting complex information, and assisting with editing technical and non-technical documents;
- Coordinating and sending diary invitations for workshops, and tele/videoconferences involving project partners, advisory boards, and stakeholders;
- Preparing agendas, taking minutes, and ensuring timely distribution of supporting papers; monitor and follow up on action points;
- Arranging and booking travel and accommodation where required;



- Assisting with planning and delivery of training events, outreach activities, and public engagement initiatives (some may occur outside normal working hours or require UK travel);
- Supporting online networking and media interfaces to promote the project;
- Developing and managing effective electronic and paper-based data storage systems; support implementation of project procedures.

These responsibilities provide the framework for the position and should not be viewed as an exhaustive list. Other reasonable duties may be necessary in accordance with the grade of the post.

Qualifications and skills

Essential

- Proven administrative experience in a Higher Education or similar environment, supporting senior staff and complex projects;
- Experience in monitoring project finances;
- Excellent interpersonal and communication skills, including report preparation and presentation;
- Strong organisational and planning skills, with ability to manage multiple work streams and meet deadlines under pressure;
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint) and online communication tools and experience maintaining websites and using web authoring tools;
- Ability to work proactively and independently, exercise initiative, and collaborate effectively within a team. Flexible approach and willingness to work occasional evenings or travel within the UK.

Desirable

- Degree-level qualification or equivalent;
- Prior experience in research administration;
- Experience supporting committees or working groups;
- Familiarity with robotics, automation, or STEM education initiatives;
- Experience with event coordination and public engagement;
- Knowledge of UK research funding processes.



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](#), School of Mechanical Engineering

Tel: +44 (0)113 343 2156

Email: 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](#).

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 [AdvanceHE](#). The [Athena Swan Charter](#) is a framework which is used across the globe to support and transform gender equality within higher education and research. 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 is not suitable for first-time Skilled Worker visa applicants. Information on other visa options is available via [the Government's Work in the UK page](#).

