



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project and Impact Manager (Energy and Health), Faculty of Environment



Salary: Grade 7 (£41,064 – £48,822 p.a. depending on experience)

Reporting to: Ms Samantha Herbert

Reference: ENVEE1885

Fixed-term for 12 months – to provide maternity cover.

Part time (30 hours per week - 80% FTE)

Location: University of Leeds - Main Campus

We will consider job share / flexible working arrangements

Project and Impact Manager (Energy and Health)

School of Earth and Environment, Faculty of Environment.

Are you passionate about working with the public, private and third sectors to deliver transformational strategies that directly respond to climate change? We're looking for a Project and Impact Manager to play a central role in supporting and accelerating climate action across Yorkshire and Humber, with a particular focus on the energy transition.

The Yorkshire and Humber Climate Commission (YHCC) is an independent advisory body working with combined and local authorities and with other public, private and third sector (i.e. NGOs and community-based) organisations across the region. The Commission supports action towards rapid decarbonisation, climate adaptation and resilience, nature's recovery, and a just (fair, and inclusive) transition across the region.

To support and deliver our ambitious work programme, we are seeking a motivated and proactive Project and Impact Manager to lead and coordinate the Commission's workstreams on energy transition and health, helping to ensure that regional evidence, insight and experience inform policy, planning and delivery at national, regional and local levels. This includes work on strategic energy planning, energy system governance and a just transition as well as convening and guiding the work of our Climate and Health Partnership.

The post also supports the work of Leeds Climate Commission. The role is funded by the University of Leeds as part of its Climate Principles commitments, which seek to support climate action in Leeds and the wider region and, where appropriate, connect this work with research relating to climate and biodiversity.

The Project and Impact Manager is a central member of the Commissions Team, working closely with Commissioners, Associates, Affiliates, academic partners and regional stakeholders to strengthen the impact of the Commission's work.

What does the role entail?

The appointed candidate will work with the Commission including Associates and Affiliates to:

- Lead and coordinate YHCC's energy transition work programme, including projects relating to strategic energy planning, energy governance and a just transition and support Commissioners leading on this work to coordinate and accelerate place-based action;



- Convene and support the Yorkshire & Humber Future Energy Forum and other relevant stakeholder groups, ensuring that regional insight informs policy, planning and delivery;
- Convene and support the Climate and Health Partnership;
- Develop briefings, reports, consultation responses and policy positions that translate evidence and stakeholder insight into clear recommendations;
- Build and maintain relationships with local and combined authorities, energy networks, public bodies, academic partners, businesses, civil society and community organisations;
- Design and facilitate workshops, roundtables and engagement processes that are inclusive, purposeful and able to generate useful insight or meaningful progress;
- Track and communicate the impact of the Commission's work, including how projects influence policy, strengthen partnerships, support delivery and build regional capacity;
- Act as the Commissions' Team support for the Communities and Engagement Group, guiding the focus and inputs needed from the group to support the YHCC and LCC;
- Support other projects across the YHCC and Leeds Climate Commission where needed and appropriate.

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?

You will have experience and expertise relating to the energy sector, and have a strong understanding of climate change, the associated impacts and risks and how our energy systems need to adapt and respond to these challenges. In addition, you will be expected to actively develop further expertise in climate change through your work, with a particular focus on the energy transition, health, community engagement, place-based climate action and just transition. A good understanding of the health sector is also desirable, with a working knowledge of how climate change impacts health, however this area of expertise can be developed within the role.



The postholder is also expected to stay informed about relevant policy, research and practice, and to help connect academic evidence with practical action across the region.

The Project and Impact Manager will actively engage with stakeholders across Yorkshire and Humber to widen the reach and impact of the Commissions' work. This includes working across public, private, academic, voluntary and community sectors, and identifying opportunities to share learning, build influence and promote the Commission's work at regional, national and, where appropriate, international level. Therefore, experience in managing these kinds of relationships and confidence in building and maintaining strong networks is essential.

Essential criteria

- A degree and/or work experience relating to climate change and energy systems that is directly relevant to place-based action and the work of the Climate Commissions;
- A proven ability to manage multiple projects, working in an open and diplomatic way with diverse stakeholders with different perspectives and priorities;
- Demonstrable experience of developing and maintaining effective working relationships with colleagues at all levels and across organisational and sectoral boundaries; working with a high level of integrity, discretion and confidentiality;
- Experience of delivering stakeholder engagement activities in diverse forms, whether through face-to-face events or on-line platforms, and experience in organising and supporting meetings and events that can require complex arrangements;
- Demonstrable experience of being a strong team player, with excellent prioritisation and organisational skills, the ability to exercise initiative and work independently, under sustained pressure to a high standard with the ability to adapt as needed as part of a collaborative team and multi-stakeholder environment;
- Excellent written and verbal communication skills, with experience in communicating with a wide range of stakeholders, be fully computer literate (including substantial experience of Microsoft Word, Outlook, Excel and PowerPoint) and work with a high level of accuracy and attention to detail, including proof-reading skills.



Desirable criteria

- A working knowledge of the health sector in relation to climate change and the intersections between health, climate and environment;
- Familiarity with the work and priorities of key stakeholders in the Yorkshire and Humber region, including a strong understanding of the evolving strategic policy framework that we are operating in. Stakeholders include mayoral combined and local authorities, other public sector organisations, private sector businesses of all sizes, (E)NGOs, landowners, tenants, farmers and communities (both urban and rural);
- Strong analytical skills and the ability to identify and evaluate best practice approaches relating to corporate engagement of organisations, particularly within the energy and health sectors.

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.

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.

Contact information

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

Samantha Herbert, Operations Director

Email: S.Herbert@Leeds.ac.uk

Additional information

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

Find out more about [Athena Swan](#) in the Faculty.

Find out more about our [Research and associated facilities](#).



Find out more about [Equality in the Faculty](#)

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 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

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on 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.

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.

