



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Officer for Ribo-Code BBSRC sLoLa

Faculty of Health and Life Sciences



Salary: Grade 6 (£33,951 - £39,906 p.a. pro rata)

Reference: FBSAS1092

Available on a fixed-term, part-time basis (50% FTE)

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 School of Molecular and Cellular Biology Faculty of Health and Life 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 project compliance with funder guidelines (e.g. grant spending)

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 project 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.

Main duties and responsibilities

- Supporting the management of the project, as directed by [Prof Julie Aspden](#);
- Helping deliver the projects' objectives, by coordinating and managing all project work-packages, including monitoring progress of deliverables and performance;
- 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;
- Acting as the first point of contact for team and external enquiries;
- Attending project team meetings and community building events;
- 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;
- Managing the project's online platforms: the website, LinkedIn and BlueSky, plus keeping the SharePoint site organised.
- 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;
- Along with Prof Julie Aspden, ensuring project compliance with BBSRC guidelines;
- Ensuring maintenance of agreements including research collaboration, confidentiality and IP agreements.
- 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;



- 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;
- 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;

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

- 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 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 a 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.



Desirable

- 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.

Contact information

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

Prof Julie Aspden

Director of RiboCode BBSRC sLoLa

Tel: +44 (0)113 343 9607

Email: j.aspden@leeds.ac.uk

Additional information

Find out more about the [Faculty of Health and Life Sciences](#) and the [School of Molecular and Cellular Biology](#)

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.

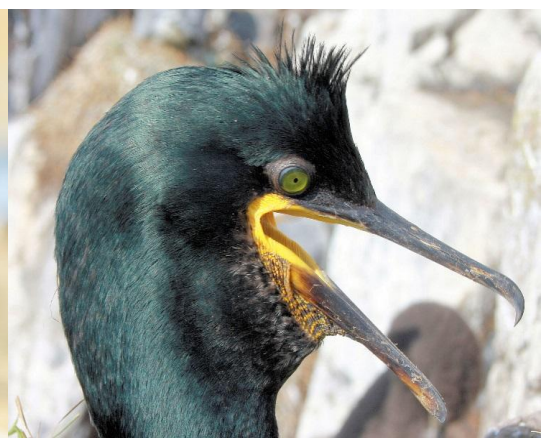
Candidates with disabilities

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.

Salary Requirements of the Skilled Worker Visa

Please note that this role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available via the Government's Work in the UK page.

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>

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.

