



**Faculty of Environment  
School of Geography  
water@leeds**

**water@leeds Co-ordinator**

water@leeds is one of the largest interdisciplinary water research and training centres in the world. It covers water-related training and research across the natural and physical sciences, engineering, business, social sciences, arts and humanities, medical sciences and healthcare. We reach out to over 150 academic colleagues and more than 140 postgraduate research students across the University. Our four missions are to:

- Provide excellent internationally-recognised water science, technology and policy research
- Maximise the effectiveness of research funding in the water sector by becoming the focus for interdisciplinary water research
- Generate world-leading research which has major impacts on society, environment and the economy
- Train new innovative, excellent and interdisciplinary water experts to work at the cutting edge of water research, management and policy

We are looking for a passionate, enthusiastic and self-motivated individual to co-ordinate activity across water@leeds. Under the direction of the water@leeds Directors, you will take a leading role in ensuring the delivery of the water@leeds strategy to meet targets under each of our four missions. You will coordinate water@leeds activity and become the focal point of information, contacts, support and network growth for water-related activity across campus. You will co-ordinate work alongside other core water@leeds staff including a water@leeds Research and Innovation Manager, Clerical Support Assistant and a water@leeds Doctoral Research and Training Centre Manager. You will also have the opportunity to undertake collaborative or individual research and consultancy projects. Research student supervision will also be encouraged. These research elements are unlikely to involve more than 25% of your time unless at the discretion of the water@leeds Directors.

You will have a PhD in a relevant water-related field, together with significant post-doctoral experience gained in a research active environment such as a university or industrial research function. You will also have experience of water-related project management and co-ordination of activities gained in a research intensive environment.

The University of Leeds' commitment to women in science has been recognised with a national accolade. The University has received the Athena SWAN Bronze Award and the Faculty of Environment holds the Athena SWAN Bronze Award in recognition of our success in recruiting, retaining and developing/promoting women in Science, Engineering and Technology (SET). We are proud of our commitment to equality and inclusiveness.

The University also offers family friendly policies including generous maternity and paternity leave; full details of the policies can be found here <http://hr.leeds.ac.uk/homepage/4/policies>.

**University Grade 8 (£38,896 - £46,414 p.a.)**

For further information about water@leeds please visit our website: [water@leeds.ac.uk](http://water@leeds.ac.uk).

Informal enquiries may be made to Professor Joseph Holden, email [j.holden@leeds.ac.uk](mailto:j.holden@leeds.ac.uk) or Professor Martin Tillotson, tel: + 44 (0)113 343 2295, email [m.r.tillotson@leeds.ac.uk](mailto:m.r.tillotson@leeds.ac.uk), Directors of water@leeds.

**Closing Date: 12 July 2016**

**Ref: ENVGE1032**

**Click here for further information about working at the University of Leeds**  
[www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)

## **Job Description**

**Responsible to:** Head of School

**Reports to:** Directors of water@leeds

## **Main duties and responsibilities**

### **Leadership**

- Co-ordinate activity across water@leeds providing excellent communication and delivery of actions to support our missions
- Through influencing, bring together academic colleagues from across the Institution to develop new collaborations working as team towards a common goal to ensure delivery of water@leeds and University strategy
- To define the strategic direction of water@leeds in collaboration with the Directors and water@leeds Strategy Group
- Develop and ensure delivery of activities that align with the strategic direction of water@leeds
- Implement the water@leeds business plan and ensure operationalisation of long-term plans to achieve our strategic aims, monitoring and reporting on delivery and key performance indicators
- Lead in the implementation of the water@leeds business plan, together with long-term operational plans to achieve our strategic aims, monitoring delivery and key performance indicators
- Maintain excellent communication across campus and with external stakeholders on water@leeds matters, acting as a contact point for clients, contributing to the development of strategic relationships with external stakeholders and lead the development and delivery of a water@leeds communications strategy
- Lead and manage initiatives or areas of work (as either sustained or one-off projects) which facilitate water@leeds performance
- Represent water@leeds and the University at internal and external events to develop and co-ordinate links, including: conferences, exhibitions and research meetings
- Co-ordinate, lead and manage events hosted by water@leeds such as international conferences and develop new events that support our missions
- Manage and produce reports on water@leeds activities and financial position for the water@leeds Directors and University reporting requirements, including attendance at relevant University committees
- Lead the administrative process and the committee structures of water@leeds
- Provide examples of best practice for interdisciplinary working and share these across the university

- Foster and lead knowledge exchange activities and develop plans to maximise the social, economic and environmental impact of research undertaken at water@leeds
- Use initiative to develop campus-wide engagement activities for water@leeds, including student education opportunities
- Take a lead role in the recruitment, management and development of staff and act as a mentor/line manager to more junior/less experienced colleagues including the water@leeds Clerical Support Assistant
- Lead major new initiatives for water@leeds

## **Research**

- Pursue, develop and take forward individual research, innovation and impact to develop and maintain an international research profile
- Produce (lead or co-author) at least four high quality (internally rated 3\* or better on the 4\* scale) publications in each Research Excellence Framework submission cycle (approximately 5 yearly)
- Provide ongoing research support for interdisciplinary water research
- Provide postgraduate supervision and pro-actively encourage new PhD applications for your topics of expertise
- Lead research/consultancy bids where appropriate and assist others with tendering, grant and PhD scholarship applications

Any other duties as may reasonably be required, consistent with the grade of the post

## **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## Person Specification

### Essential

- A PhD in a relevant water-related field, together with significant post-doctoral experience gained in a research active environment such as a university or industrial research function
- Experience of water-related project management and co-ordination of activities gained in a research intensive environment
- Role model team player with an altruistic approach towards helping and enabling success in others
- Clear evidence of a strong ability to bring people together from a range of disciplines to develop new activity through influencing, negotiation and directed action
- Experience of facilitation of meetings / workshops with follow-up on outcomes. Experience of organising internal and external events, such as seminars and conferences
- Ability to work with researchers from a number of disciplines and an enthusiasm for interdisciplinarity
- Role model interpersonal and communication skills, including written and presentational, and the ability to engage with empathy to a wide range of audiences and individuals
- Able to work efficiently and effectively to meet deadlines and targets with clear evidence of high quality organisation skills
- Evidence of self motivation and personal resilience
- Experience of applying for and securing external income for your own research
- Experience of supervision/co-supervision of postgraduate research students
- Track-record of journal publications either with, or trajectory towards, an internationally excellent quality level
- Experience of supervising others in a research office based environment
- Clear ability to lead others and lead significant activity delivering growth for water@leeds towards its targets

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located in the School of Geography. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**