



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Leeds Institute for Fluid Dynamics (LIFD) Institute Manager,
Faculty of Engineering and Physical Sciences**



Salary: Grade 7 (£41,064 – £48,222 pro rata p.a.)

Reference: EPSFS1019

Part time, 50% FTE

Fixed-term for 2 years (temporary cover)

We will consider flexible working arrangements

Leeds Institute for Fluid Dynamics (LIFD) Institute Manager

Are you a motivated and experienced manager with excellent project planning and management skills?

The Leeds Institute for Fluid Dynamics (LIFD) at The University of Leeds, is a cross-disciplinary research institute bringing together the expertise of over 300 members of staff, postdoctoral researchers and PhD students with teaching and research interests in fluid dynamics. The institute was established in 2018 and builds on a 50-year interdisciplinary track record of research in fluids. We provide a hub to facilitate world-leading research and education in fluid dynamics and to bring interdisciplinary perspectives to complex flow challenges.

We are seeking a motivated and experienced individual to co-ordinate and manage this exciting initiative. As Institute Manager, you will be responsible for working with the Director and Deputy Directors for implementing the Institute's strategic vision into a prioritised list of action plans, projects and working objectives.

You will engage and network with academics and stakeholders to promote and develop effective working partnerships and will manage the provision of high-quality project management and administrative support to deliver operational objectives. You will also manage and develop the LIFD administrative staff. You will manage external relationships and represent the operational aspects of the Institute at internal and external meetings, workshops, and events.

You will oversee the development of systems and processes as needed, promote the sharing of good practice and knowledge exchange to embed continuous improvements. Through effective management, you will ensure that LIFD remains relevant in a changing landscape and efficient in the delivery of its objectives, with the ability to rapidly adapt to changing internal and external demands and expectations.

You will hold a degree level qualification, or another relevant qualification, or have equivalent relevant professional experience. You will have excellent organisational skills, project management experience, excellent verbal and written communication skills together with excellent interpersonal skills to enable you to motivate and effectively engage a diverse range of stakeholders.



What does the role entail?

As LIFD Institute Manager, your main duties will include:

- Working with the Director and Deputy Directors to manage the implementation of the Institute's vision and strategy by translating this into a prioritised list of action plans, projects and working objectives;
- Managing the overall coordination and effective delivery of the Institute's day-to-day operations, including developing systems and processes, preparing best practice documentation; developing and reporting metrics of success and KPIs; overseeing high-quality support activities and outputs across the team, and tracking alignment with strategic direction, to ensure deliverables are met on time and within budget;
- Leading, line managing and motivating administrative staff to deliver a high-quality administrative service in line with the Institute's strategic aims and expectations;
- Managing the provision of high-quality project management support across the Institute's strategic focus areas to ensure that strategic milestones are reached;
- Working with Research and Innovation Development professionals to support members identifying and applying for funding and external engagement opportunities;
- Proactively engaging and networking with internal and external stakeholders and potential funders to identify and secure new project partners, teams and external income streams. This involves maintaining excellent communication across the University and externally, representing the Institute at events, workshops and meetings;
- Forecasting, monitoring and controlling activities against budgets, producing financial reports and ensuring activities are accounted for in a transparent manner;
- Working with University functions/teams to provide coordinated support across the full range of professional services. Ensuring compliance with University policy and processes.

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?

As LIFD Institute Manager, you will have:

- A University degree level qualification, or another relevant qualification, or relevant professional experience; in a STEM area;
- Excellent organisational skills, with an ability to prioritise, plan and organise your own and others' workloads effectively, adapt to change and work under pressure to meet strict deadlines;
- Excellent project management skills, with the ability to communicate project priorities in a compelling and convincing manner, discussing requirements and negotiating with and influencing stakeholders to encourage buy-in;
- Strong leadership skills, and ability to think strategically, preferably with some experience of staff management
- Strong written and verbal communication skills, with the ability to synthesise and summarise information from a variety of sources for various written reports and communications;
- Experience in organising and facilitating national/international workshops and events;
- The ability to solve complex problems and resolve difficult situations, using your own initiative and good judgement whilst following policy;
- The ability to develop, manage and improve systems and procedures;
- Excellent interpersonal and negotiation skills, with the ability to engage with a diverse range of stakeholders;
- Experience of managing budgets and working with financial information;
- An understanding of public research and innovation funding bodies along with their associated funding mechanisms;
- Excellent IT skills, including word processing, spreadsheets, databases, email and internet use, preferably with Microsoft tools.

You may also have:

- Postgraduate research degree or equivalent business qualifications in a related area;
- A recognised project management qualification (e.g. PRINCE 2 or equivalent);
- Experience of engaging with industry and/or business development.



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 Chris Davies

Email: C.Davies@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](#)

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 the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.



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.

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.

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.

