

Job Title: Stakeholder Engagement Specialist – CIRCARB (Research Assistant)

Grade: 6

Salary: £33,662 to £36,320 per annum due to external funding restrictions, pro-rata

Department: School of Engineering

Hours/Contract: Part-time (0.08 fte / 3 hours per week), fixed term contract from 01 December 2026 to 30 September 2030

Reference: 13954

Role Purpose

To support stakeholder engagement and knowledge exchange activities within the CIRCARB programme. The postholder will work with the Principal Investigator and project team to engage relevant industrial, academic and wider stakeholders, support communication of project activities and findings, and contribute to the development of effective external relationships.

Main Duties and Responsibilities

Stakeholder Engagement and Knowledge Exchange

- Identify and engage relevant stakeholders from industry, academia, policy and other organisations relevant to CIRCARB.
- Support the development and maintenance of relationships with project stakeholders and external partners.
- Assist with planning and delivery of stakeholder meetings, workshops, consultation activities and dissemination events.
- Support communication of project activities, findings and opportunities to appropriate external audiences.
- Gather stakeholder feedback and communicate relevant insights to the CIRCARB project team.
- Contribute to documenting stakeholder engagement, knowledge exchange and project impact activities.

Professional Development

- Engage in appropriate professional development relevant to stakeholder engagement, knowledge exchange and research impact.

Leadership and Citizenship

- Contribute positively to the successful delivery and wider impact of the CIRCARB programme.

Internal and External Relationships

- Regular liaison with the Principal Investigator, Project Manager, researchers and other members of the CIRCARB team.
- Engagement with industrial partners, academic collaborators, professional bodies and other external stakeholders relevant to the programme.

Planning and Organising



With guidance from the Principal Investigator and Project Manager:

- Plan and prioritise stakeholder engagement activities within agreed project timescales.
- Coordinate stakeholder meetings, workshops and engagement activities as required.
- Maintain appropriate records of stakeholder engagement and follow-up actions.

Qualifications, Knowledge and Experience

Essential

- Bachelor's degree or equivalent relevant professional experience*
- Experience of stakeholder engagement, knowledge exchange, communications, business engagement or a related area*
- Experience of working with external organisations or stakeholders*

Desirable

- Experience of working within research, innovation, sustainability, energy, manufacturing or industrial decarbonisation projects.
- Experience of university–industry collaboration.

Skills, Abilities and Competencies

Essential

- Excellent written* and verbal communication skills
- Strong interpersonal and relationship-building skills.
- Ability to communicate effectively with stakeholders from different professional backgrounds
- Ability to organise and prioritise activities within agreed timescales
- Ability to work independently while contributing effectively to a wider project team.
- A proactive, professional and collaborative approach.

*Criteria to be used in shortlisting candidates for interview

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

