



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Administration and Communications Officer
National Centre for Atmospheric Science, Faculty of Environment**



Salary: Grade 6 (£26,495 – £31,604 p.a.)

Reference: ENVEE1215

Closing date: 3 January 2018

Interview date: Tuesday 16 January 2018

Fixed-term for 3 years and 9 months (external funding)

**Administration and Communications Officer,
GCRF African Science for Weather Information and
Forecasting Techniques (GCRF African SWIFT) project.**

**National Centre for Atmospheric Science,
School of Earth and Environment, Faculty of Environment**

Are you a highly skilled administrator who has substantial experience co-ordinating meetings and events? Are you skilled at communicating new ideas to a diverse audience? Do you want to help develop and support a major international collaboration between UK and African institutions and make a real difference?

The GCRF African-SWIFT project is a £7.8 million programme of research and capability building funded by Research Councils UK that seeks to develop sustainable African weather forecasting capability to enhance the livelihood of African populations and improve the economies of their countries.

You will deliver key administrative and communication functions to the project and will support and promote the work of researchers in 16 partner organisations across the UK, Niger, Senegal, Ghana, Kenya and Nigeria. You will contribute to financial and personnel management, and will develop and maintain effective relationships with funders and collaborative research partners. You will lead on developing and implementing the project's strategy for internal and external communications, including the management of web pages, preparation of newsletters and briefings, and special communications with external partners and the media.

In addition to substantial administrative experience, you will also have experience in a wide range of activities, methodologies and practices in the area of communications and public engagement. You will have excellent organisational skills, with the ability to prioritise workloads and to meet tight deadlines.

You will join a vibrant and enthusiastic national operations team based at the headquarters of the National Centre for Atmospheric Science and will work alongside colleagues involved in the delivery of a diverse range of business and organisational activities.



What does the role entail?

As Administration and Communications Officer, your main duties will include:

Administration

- Providing administrative support to the Principal Investigator, Lead Scientist and Programme Manager, to ensure that the GCRF African SWIFT project functions effectively and efficiently;
- Managing and co-ordinating a range of project meetings and events in the UK and in Africa, including -
 - negotiating rates and liaising with venue providers to ensure best value. Raise purchase orders, process invoices and monitor all income and expenditure
 - arranging all logistical aspects of the meeting/event (such as venue hire, transport, overnight accommodation, catering, AV and equipment hire), and ensuring all aspects function correctly throughout the event
 - undertaking event risk assessments, ensuring compliance with University of Leeds procedures
 - coordinating all event reporting
- Providing high level administrative support to the executive and advisory groups, including -
 - working with group Chairs and the Programme Manager to develop agendas and briefing papers
 - collating and distributing agendas and papers in a timely manner
 - recording, collating and disseminating notes, actions and agreements
 - ensuring that actions are clearly understood by all owners and are tracked through to completion
- Coordinating performance measurement returns and collating the outcomes, including coordinating quarterly reporting against deliverables, key performance indicators and research impact;
- Maintaining the project database, with support from the computational specialists in the NCAS IT team;
- Coordinating the production of multi-author project documentation such as training materials.



Communications

- Leading the development and implementation of the project's strategy for internal and external communications, establishing the profile and raising awareness of the project both within the partnership and externally;
- Establishing and maintaining productive working relationships with staff across the project to enable effective communications;
- Developing, implementing and managing a range of communications activities, including –
 - developing and maintaining the project website
 - developing and managing the project's online social media identity
 - collecting and disseminating research highlights
 - designing and authoring a range of promotional material, including newsletters and briefing notes
 - facilitating engagement with external audiences through varied and appropriate means such as newsletters and press releases
- Working with the NCAS communications team, Faculty communication staff and the University of Leeds communications teams, to ensure that communication and engagement with external audiences is co-ordinated, consistent and streamlined;
- Ensuring that the project's communications follow NCAS, University and partner guidelines on identity management, web standards and on the use of agreed suppliers.

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 Administration and Communications Officer you will have:

- Significant administrative experience, including providing high level support to senior staff and committees;
- Substantial experience of managing and co-ordinating meetings and events;
- Experience of a wide range of activities, methodologies and practices in the area of communications and public engagement;
- Evidence of the ability to work both co-operatively and productively as a member of a team, and to work independently and use your own initiative;



- A flexible and pro-active approach to work with excellent organisation skills, attention to detail and the ability to prioritise workloads and meet tight deadlines;
- Excellent communication and interpersonal skills, with the ability to modify your style and approach to suit different audiences and to effectively work with a range of diverse stakeholders, employing tact, discretion and taking into account cultural differences;
- Excellent numerical and analytical skills, with the ability to input, search and collate information, effectively synthesise and summarise data and outputs and communicate this effectively in various written formats;
- A proactive and creative approach to problem solving with experience of making informed and independent decisions;
- Experience of working with confidential and sensitive information in a discreet and professional manner;
- Excellent computer skills and proficient in the use of Microsoft Office;
- Willingness to travel within the UK and to Africa as reasonably required.

You may also have:

- Familiarity with University procedures, processes and research cultures and / or an awareness of the metrics used to measure research success;
- Experience of or familiarity with University systems, such as SIPR and Science Warehouse;
- Knowledge of the wider landscape of communications and publishing within the academic and/or public sector;
- Demonstrable ability to help develop, implement and evaluate successful impact/communication strategies and/or plans;
- Experience of working in an academic environment or similar, large and complex institution;
- Web authoring skills and experience;
- French language skills.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Dr Lorraine Youds, GCRF African SWIFT Programme Manager

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Email: lorraine.youds@ncas.ac.uk

Additional information

Find out more about the [National Centre for Atmospheric Science](#)

Find out more about the [School of Earth and Environment](#)

Find out more about the [Faculty of Environment](#)

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in 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 in 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.

