



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Installation Project Manager, FAAM Airborne Laboratory, National Centre for Atmospheric Science



**Salary: Grade 7 (£33,199– £39,609 p.a.)**

**Reference: ENVEE1332**

**Closing date 18 June 2019**

**Interviews are expected to be held on Tuesday 9 July 2019**

**We will consider job share / flexible working arrangements**

# Installation Project Manager

## FAAM Airborne Laboratory

### National Centre for Atmospheric Science (NCAS)

**Do you have experience of working on complex projects in an engineering, technical, or science environment? Do you have experience of managing external stakeholders and relationships? Would you like to develop your Project Management skills? Would you like to join a world leading national science and technology research centre dedicated to atmospheric science?**

This role is based at Cranfield Airport in Bedfordshire, where [FAAM](#) provides a specially adapted research aircraft managed by a unique team of scientists, engineers, flight technicians and project managers forming a complete package of support for the scientific community. The FAAM Airborne Laboratory is a unique, highly modified 4-engine jet aircraft adapted to carry a highly specialised science payload. The capabilities are extensively reliant on state-of-the-art scientific instrumentation, often uniquely customised for use on the FAAM aircraft, which is deployed throughout the world carrying out varied research in the field of atmospheric science.

FAAM's measurement and operational capabilities are continually evolving, and management of this modification process has to be carried out effectively, against both time and budget constraints. The FAAM Installation Project Manager is central to the process of managing individual installations on the aircraft, handled via a so-called Aircraft Modification Process (AMP). The role requires an effective project manager, who will facilitate communication and collaborative work between the specialist project teams and the Aircraft OEM, who will deliver the work, many of which sit outside of the FAAM organisation. You will also contribute to developing the project management skills of FAAM team colleagues. Travel away from FAAM may be required on occasion.

You will have a degree or equivalent qualification, in a physical science, engineering, or another numerate subject or equivalent work experience relevant to the FAAM facility and have significant project management experience. You will be an effective communicator, highly organised, and able to deliver multiple projects simultaneously to tight timescales and budgets.



## What does the role entail?

As Installation Project Manager your main duties will include:

- Managing the Aircraft Modification Process (AMP), using agreed project management principles. You will use and develop this existing process to deliver packages of individual science or aircraft capability modifications and manage the route to installation on the FAAM aircraft;
- Assisting the FAAM Science Capability, Technical and Mid-Life Upgrade Manager in developing the ongoing and future programme of aircraft modifications;
- Collating and preparing technical documentation to agreed timescales in support of each AMP;
- Moderating and advising users of the facility on good practice and referring technical enquiries to appropriate experts either internally or externally as appropriate;
- Monitoring installation budgets and liaising with FAAM/NCAS Finance on a regular basis;
- Conducting technical meetings to monitor progress and the quality of work delivered;
- Assisting in the production of quotations for modification work, combining work packages where appropriate to ensure the best value for money is achieved;
- Mentoring other staff from the FAAM team in good project management practices;
- Working with the FAAM team and its stakeholders to maintain effective tracking of project tasks;
- Ensuring key deliverables are met during each AMP, and that timetabling of modification and engineering work is compatible with the facility's routine science operations.

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 Installation Project Manager you will have:

- A degree or equivalent qualification, in a physical science, engineering, or another numerate subject or equivalent work experience relevant to the FAAM facility;
- A project management qualification or other relevant training in project management principles or significant project management work experience;
- Proven experience managing external stakeholders and relationships;
- Excellent time and resource management skills and experience;
- Excellent inter-personal, influencing and negotiation skills;
- Excellent communication skills and a demonstrable capability in communicating technical detail to a range of audiences in writing and verbally;
- Experience of working in and project-managing cross-disciplinary teams;
- A willingness to further develop your project management skills.

You may also have:

- A PhD or advanced science or engineering qualification;
- An understanding of aircraft systems;
- An understanding of atmospheric science;
- An understanding of the UK academic sector, grant funding and timescales;
- An understanding of systems development processes in an aviation or other safety-critical environment;

## 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.

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

**Mr Alan Woolley, Head of FAAM**

Tel: +44 (0)1234 754533

Email: [alwo@faam.ac.uk](mailto:alwo@faam.ac.uk)



## Additional information

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

Find out more about the [FAAM Airborne Laboratory](#)

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

Find out more about [Athena Swan](#) in the Faculty

### 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](mailto: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.

