



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Centre Manager, Centre for Polar Observation and Modelling/Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics



Salary: Grade 8 (£41,526 – £49,533 p.a.)

Reference: ENVEE1357

Closing date: 18 October 2019

5 years fixed term

We will consider job sharing and flexible working arrangements

Centre Manager, Centre for Polar Observation and Modelling (CPOM)/Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET)

Would you thrive on working in a complex and multifaceted research environment? Do you have experience of project and programme delivery? Are you passionate about supporting cutting edge research in the Earth and environmental sciences?

The Centre for Polar Observation and Modelling (CPOM) and the Centre for Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET) are seeking a Centre Manager to join our active and ambitious research teams.

CPOM and COMET provide the UK with strategic research in the exploitation of satellite measurements to study the Earth's cryosphere and geohazards. The CPOM and COMET Directorates are based in the School of Earth and Environment at the University of Leeds, with the Centres distributed around 13 university departments across the UK. Both Centres receive long-term strategic funding from the Natural Environment Research Council, in partnership with the British Geological Survey (BGS) and the British Antarctic Survey (BAS). The combined core budgets of CPOM and COMET total around £1 million.

In this role, you will manage and lead CPOM and COMET operations, developing and maintaining a strategic overview of each Centre. You will liaise with partner institutions to monitor and evaluate Centre activities and achievements, reporting both internally and to strategic partners. You will also oversee strategic projects and initiatives, being proactive in seeking out new funding and partnership opportunities, and play a leading role in CPOM and COMET communications, outreach and engagement. Reporting to the CPOM and COMET Directors, Professor Andy Shepherd and Professor Tim Wright, you will also manage the Centres' day to day financial and administrative operations with the support of a small team.

This is a key role that demands outstanding communication skills, diplomacy and powers of persuasion. A postgraduate science degree or equivalent, experience of managing multi-partner programmes and the ability to understand and communicate complex scientific research principles are all essential.

What does the role entail?

As Centre Manager for CPOM and COMET, your main duties will include:

- Acting as a key member of the Centre leadership teams, contributing to shaping CPOM and COMET vision and strategy;



- Working closely with the Directors, Centre Executive teams and strategic partners to ensure the successful delivery of Centre research programmes and operations;
- Monitoring progress against Centre research aims and objectives, providing progress reports to the Directors, Executive and sponsor departments as required;
- Collating and contributing relevant research data and other information to strategic research initiatives and partnerships that the Centres participate in;
- Taking overall responsibility for monitoring and reporting on the research performance of the Centres, using agreed metrics and indicators;
- Acting as the main point of contact for staff and scientists across the Centres, and for strategic partners, dealing with enquiries as appropriate;
- Organising Centre Executive meetings, ensuring agendas, papers and reports are collated and circulated, and actions are followed up;
- Overseeing the organisation of Centre meetings and conferences, including Annual Meetings and ad hoc meetings to discuss Centre strategy;
- Identifying opportunities and supporting efforts by Centre researchers to secure new research collaborations and strategic partnerships, including drafting funding applications where appropriate;
- Identifying and leading efforts to engage with external initiatives that align with Centre interests, such as national and international consultations and programmes;
- Representing the Centres at external events including conferences, exhibitions and meetings with stakeholders, funders and partners;
- Leading on Centre communication, engagement and outreach activity including website development and maintenance, social media engagement, and strategic outreach initiatives;
- Working closely with Centre researchers, partners and University Press Offices to draft and disseminate press releases promoting the latest scientific achievements by the centres;
- Working with, and providing direction to, the Centre Finance Manager to maintain an overview of Centre budgets and co-funding; reporting financial information to the Directors, Executive and strategic partners as required;
- Managing Centre staff recruitment processes and maintaining an overview of staffing budgets;



- Liaising with the University's Research and Innovation Services and Faculty Research Office to develop and manage collaboration agreements and contracts with strategic partners;
- Line managing the Centre's Finance Manager and Research Administrator, responsible for a range of financial, administrative and communication tasks.

What you will bring to the role:

- A PhD in Earth or environmental science or equivalent experience;
- The ability and analytical skills to understand a range of Earth Observation and modelling research activity;
- Experience of managing complex collaborative projects or organisations;
- The ability to establish credible relationships with scientists and stakeholders, demonstrating a diplomatic, co-operative and constructive approach;
- Experience of coordinating and organising complex management information;
- Resource management skills including financial and human resource management;
- Experience of communicating complex technical information to varied audiences, through a variety of channels;
- The ability to work independently under pressure to deal calmly with multiple tasks;
- The ability to think and act strategically and to deal with complex problems;
- A positive, constructive and flexible approach to working within a team.

You may also have:

- Experience of website development and maintenance;
- Experience of working at the interface between universities and research councils (e.g. research programme management).

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 Tim Wright, Professor of Satellite Geodesy

Tel: +44 (0) 113 343 5258

Email t.j.wright@leeds.ac.uk

Additional information

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

Find out more about our [Research and associated facilities](#).

Working at Leeds

Find out more about the benefits of working at the University and what it's 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 in our [Accessibility](#) information 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](#).

