



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

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



**Salary: Grade 7 (£33,797 - £40,322 p.a.)**

**Reference: ENVEE1361**

**Closing Date: 20 September 2019**

**Fixed term to 31 March 2021 (external funding). The preferred location for the successful candidate is at the Met Office in Exeter, where the CRESCENDO and UKESM coordinator Professor Colin Jones is based. Location at the University of Leeds is also possible, but will require the successful candidate visiting Exeter at least once per month.**

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

## Project Manager, National Centre for Atmospheric Science (NCAS), School of Earth and Environment

**Are you an enthusiastic and well organised person? Do you have excellent interpersonal and communication skills with the ability to bring people together? Do you have experience of managing projects and an eagerness to support the work of a vibrant and talented team delivering world-leading climate and earth system modelling research?**

An exciting opportunity exists for someone to take a lead role in managing the EU Horizon 2020 CRESCENDO project, whilst also providing project management support for the NCAS led UK Earth System Modelling project.

**CRESCENDO** ([Coordinated Research in Earth Systems and Climate: Experiments, kNowledge, Dissemination and Outreach](#)) is a project funded under the European Union Horizon 2020 mechanism. It involves 25 European institutes and includes the 7 leading European Earth system models (ESMs) and 3 Integrated Assessment models (IAMs). A key requirement for a project of this size is effective coordination between partners, efficient communication with the European Commission and clear, proactive dissemination of project findings to European and national policymakers and the interested public. As Project Manager, you will play a fundamental role in realising these tasks and, with the support of Professor Colin Jones, Head of UK Earth System Modelling and the project science steering committee, you will contribute to the delivery of a successful and well organised project.

The **UK Earth System Modelling (UKESM)** project is a multi-centre national capability project involving partners and stakeholders from across the UK. It is a collaboration between NERC and the Met Office focusing on the development, application and analysis of the next generation of UK earth system models. Working closely with Professor Colin Jones, you will be responsible for project dissemination, including maintaining the project website, producing the bi-annual newsletter and organising public dissemination activities. You will also be involved in meeting and event management, including the annual general assembly.



## What does the role entail?

As Project Manager your main duties will include:

### **CRESCENDO Project**

- Taking a lead role in the day-to-day management of CRESCENDO and supporting the project lead Professor Colin Jones in the overall coordination of the project;
- Monitoring project progress, ensuring milestones are met and deliverables submitted on time with a suitable level of quality;
- Submitting progress reports to the European Commission every 12 months;
- Maintaining the project website, ensuring project information is up-to-date and accessible to the interested public;
- Taking a lead role in organising the final project general assembly and ad-hoc project meetings as and when required;
- Acting as a central point for partner questions relating to project administration and communication with the European Commission;
- In collaboration with the University of Leeds Faculty Finance and Research Offices, taking a lead role in coordinating the use of the CRESCENDO budget, ensuring project partners use funds in an allowed manner and submitting suitable financial reports on time;
- Assisting project partners with the preparation of project financial reports as and when required;
- In collaboration with the project dissemination team, contributing to dissemination of project findings targeting European and national policymakers and the interested public.

### **UKESM Project**

- Organising and distributing bi-annual UKESM newsletters;
- Contributing to project public dissemination activities;
- Organising monthly UKESM core group meetings;
- Maintaining the UKESM website.

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 Project Manager you will have:

- Extensive experience of managing projects or project work packages;
- Excellent communication and influencing skills;
- Experience of report writing and well developed writing skills;
- Excellent interpersonal skills and ability to develop good working relationships;
- Excellent organisational and time management skills, including evidence of meeting project deadlines;
- Ability to manage project resources, including dealing with financial information and budgets;
- Ability to work both independently and as part of a team;
- Fluency in written and verbal English.

You may also have:

- Project management experience in a research environment;
- Prior experience using the EU Horizon 2020 project reporting system;
- Educated to degree level in a science discipline;
- Experience in the area of environmental climate science;
- Recognised project management qualification (e.g. Prince 2, or similar).

## 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:

**Professor Colin Jones, Head of UK Earth System Modelling.**

Email: [colin.jones@metoffice.gov.uk](mailto:colin.jones@metoffice.gov.uk)

## Additional information

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

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.

