



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Earth Observation Centre for Doctoral Training (CDT) Manager
Faculty of Environment**



Salary: Grade 7 (£33,797 – £40,322 p.a. pro rata)

Reference: ENVEE1383

Part Time (60% of full time equivalent)

Fixed term for 5 years

We will consider job share/flexible working arrangements

NERC Earth Observation CDT Manager School of Earth and Environment, Faculty of Environment

Are you a motivated and experienced manager or administrator with excellent project planning and management skills? Do you want to take a leading role in establishing a new NERC Earth Observation centre, working with research institutes across the UK, the space industry and international space agencies?

We are looking for experienced and motivated applicants to apply for a position as manager of the new NERC-funded Earth Observation Center for Doctoral Training, SENSE, hosted at the University of Leeds. This is an exciting opportunity to take a leading role in establishing a new UK Earth Observation centre, which will train 50 new PhD students in remote sensing and advanced computer techniques over the next 7 years. You will have excellent organisational skills and an enthusiasm for working closely with academics, space industry and international space agencies.

[SENSE: the Centre for Satellite Data in Environmental Science](#) is an exciting new centre that will train 50 PhD students to tackle cross-disciplinary environmental problems by applying state-of-the-art data science methods to the deluge of satellite data collected each day. Our graduates will be supervised by a consortium of world-leading UK scientists, with topics co-developed with the UK's most innovative spatial data companies. By training a new generation of industry-experienced satellite data specialists, we will support the growing strategic importance of remote sensing within the UK space sector and enhance the UK's profile as an international leader in Earth Observation science.

The role of Observation CDT Manager will involve significant engagement with stakeholders, PGRs, CDT staff, university and external trainers and industry and third-sector partners. You will be based in the School of Earth and Environment at the University of Leeds, but will be expected to work across all contributing schools in Leeds, PhD host partners, and affiliated organisations where NERC EO CDT activity occurs.

What does the role entail?

As CDT Manager, your main duties will include:

- Planning, leading, and developing components of the CDT training programme;
- Coordinating with the other CDT trainers to ensure the delivery of a cohesive



programme of courses;

- Managing the overall administration of the CDT students as a distinct and cohesive cohort, liaising effectively with and coordinating postgraduate administrators in partner departments;
- Liaising with key staff at NERC, UKSA and the University of Edinburgh and coordinating reporting and reviews of performance with partner organisations;
- Contributing to shaping the vision and strategy for the CDT including training provision, collaborative funding opportunities, placement partnerships and developing CDT policies;
- Representing the CDT both internally within the University and externally, deputising for the director where appropriate;
- Managing the finances of the CDT including the organisation of the co-funding that departments provide, dealing with expenses, and providing travel booking support for the CDT students;
- Managing the organisation of the annual CDT recruitment process, including advertisement, answering applicant queries, coordinating the shortlisting, inviting applicants to interview, arranging interview panels and making initial studentship offers;
- Liaising with external partners to set up CASE awards, training placements and internships for PGRs;
- Communicating the agenda for management, Steering and other CDT related meetings, writing up the meeting minutes and following up on action points;
- Developing and maintaining effective working relationships with funders and collaborative partners;
- Developing and maintaining the CDT website and social media (e.g. blogs and twitter).

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 CDT Manager, you will have:

- A University degree level qualification or other equivalent experience, in a relevant subject e.g. Earth Observation or advanced computer techniques;
- Excellent organisational skills, with an ability to prioritise and plan your own and others' workloads effectively and work under pressure to meet strict deadlines;



- Excellent project management skills, with the ability to communicate project priorities in a compelling and convincing manner, discussing requirements and negotiating with and influencing stakeholders to encourage buy-in;
- Experience of leading and managing projects and your own time independently and effectively;
- Strong written and verbal communication skills, with the ability to synthesise and summarise scientific information from a variety of sources for various written reports and external science communications;
- Experience in organising and facilitating national/international workshops and designing scientific training courses;
- The ability to solve complex problems and resolve difficult situations, using your own initiative and good judgement whilst following policy;
- The ability to develop, manage and improve systems and procedures;
- Experience of managing budgets and working with financial information;
- Excellent IT skills, including word processing, spreadsheets, graphics and scientific coding.

You may also have:

- A postgraduate degree in relevant subject such as Earth Observation or advanced computer techniques;
- An understanding of public research and innovation funding bodies along with their associated funding mechanisms;
- A recognised project management qualification e.g. PRINCE 2 or equivalent;
- Experience of supporting the translation and commercialisation of research;
- Experience of engaging with industry and/or business development.

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:

[Dr Anna Hogg, Co-Director of the SENSE EO CDT](#)



Tel: +44(0)113 343 5842
Email: A.E.Hogg@leeds.ac.uk
Twitter: <https://twitter.com/EoCdt>
Website: <https://eo-cdt.org/>

Additional information

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

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

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

A diverse workforce

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

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 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 on 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.

