



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

FAAM Administrator, National Centre for Atmospheric Science



Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: ENVEE1412

We will consider job share / flexible working arrangements

Facility for Airborne Atmospheric Measurements Administrator National Centre for Atmospheric Science, Faculty of Environment

Are you a highly motivated, proactive and solutions-focused administrator, who is looking for a new and exciting challenge? Do you want to utilise your excellent organisational and interpersonal skills to support an international leading airborne atmospheric measurement facility?

The Facility for Airborne Atmospheric Measurements ([FAAM](#)) is a unique facility supporting the worldwide deployment and support of a research aircraft that itself is a unique national asset. The role of the FAAM Administrator is to provide support to the operational, financial and scientific aims of the facility, thereby playing a key role in supporting the management and development of the organisation as it continues to grow.

You will have highly effective communication and organisational skills, with an ability to prioritise a complex, diverse and varied work load. Your role will involve a high degree of autonomy so it is essential that you take a proactive approach to work, demonstrating a high degree of personal responsibility with good use of initiative. You will have experience of business systems and procedures and will be able to demonstrate good use of judgement and a creative and flexible approach to problem solving.

Please note, FAAM is located at Cranfield University, Bedfordshire and this post is Cranfield-based.

What does the role entail?

As FAAM Administrator, your main duties will include:

- Providing campaign planning and administrative support including shipping and logistical organisation; procurement and booking processes for detachments; travel and accommodation booking for staff deployed on science projects in the UK and overseas; and support to the Operations team with flying-related



activities including flight watch, keeping the online calendar up to date, and security pass administration;

- Providing high level administrative support to FAAM governance committees including arranging all logistical aspects for meetings; supporting the committee Chairs with agenda setting; ensuring all documentation is compiled and distributed to members in a timely way; taking minutes and tracking progress of actions;
- When appropriate, to support the Finance and Contracts Officer with day to day financial administration including raising purchase orders and sales invoices; goods receipting; preparing and processing journals and internal transfers; producing and verifying paperwork and using initiative to solve any discrepancies in order to avoid disruption or delay in processing transactions;
- Supporting the Project and Contract Manager with a range of administrative tasks relating to contractual agreements with Facility stakeholders;
- Being the first point of contact for all general enquiries and facility visitors, maintaining a professional and customer-oriented approach and creating a positive image by responding promptly to communications and requests, whilst using judgment and discretion to explore needs and offer advice where appropriate;
- Contributing to the efficiency and effectiveness of all office-based clerical and administrative processes, systems and procedures – taking responsibility for regular reviews to improve service provision;
- Contributing to the production of guidance documents/manuals;
- Providing day-to-day administrative support to FAAM staff, including diary management when requested, dealing with correspondence on their behalf, organising ad hoc meetings and responding to catering, travel and accommodation requests;
- Providing oversight of all annual and three-yearly training needs and requirements of the FAAM team, ensuring currency, scheduling and organising training and booking venues;
- Ensuring insurance documentation kept up to date and assisting with enquiries;
- Managing enquiries and issues concerning the FAAM buildings;
- Developing and maintaining excellent working relationships with the key partners involved in the operation of the aircraft and other external key stakeholders.



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 a FAAM Administrator, you will have:

- GCSEs, or equivalent, at grade C or above in Mathematics and English;
- Experience of working in an administrative role in a complex setting and with colleagues who have different backgrounds and skillsets;
- Experience of organising meetings, with the ability to produce meeting agendas and take accurate minutes/notes;
- The ability and skills to manage large group accommodation and travel arrangements;
- Experience of business systems and procedures e.g. finance system such as Oracle;
- Excellent IT skills, being proficient in Microsoft Office (or equivalent), specifically, excellent Excel (or equivalent) skills;
- Excellent organisational skills with the ability to prioritise a varied workload and to work accurately and methodically to meet tight deadlines;
- Proactive and creative approach to problem solving, with the ability to use initiative to identify process and system improvements;
- Excellent customer service ethos, demonstrating enthusiasm, flexibility and integrity;
- Excellent communication and interpersonal skills;
- Ability to work in a team and independently with little supervision;
- Ability to deal sensitively and professionally with confidential information;
- Ability and willingness to travel both nationally and internationally.

You may also have:

- Experience of the scientific research sector;
- An interest in aircraft operations or scientific research;
- Experience of writing and/or uploading website material and using content management systems;
- Experience of managing logistics and/or dangerous goods shipping.



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 either Alan Woolley or Maureen Smith:

Alan Woolley, Head of the Facility for Airborne Atmospheric Measurements

Email: alan.woolley@faam.ac.uk

Maureen Smith, Operations Manager

Email: maureen.smith@faam.ac.uk

Additional information

Find out more about the [National Centre for Atmospheric Science](#) and the [Facility for Airborne Atmospheric Measurements](#)

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

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

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

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

Find out more about the benefits of working at the University and what it is 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 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 page.

