



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**FAAM Airborne Laboratory Project Support Officer, National Centre for Atmospheric Science, Faculty of Environment**



**Salary: Grade 6 (£27,924- £33,309 p.a.)**

**Reference: ENVEE1538**

**Fixed term due to external funding - 4 years**

**This post is based at the FAAM Airborne Laboratory, Cranfield University**

**Project Support Officer (Mid-Life Upgrade),  
FAAM Airborne Laboratory (FAAM),  
National Centre for Atmospheric Science (NCAS),  
School of Earth and Environment, Faculty of Environment**

**Are you highly motivated with a background in supporting programme and project management? Are you ready to take on the challenge of helping to manage the delivery of FAAM Airborne Laboratory's transformative Mid-Life Upgrade project?**

The FAAM Airborne Laboratory is a unique, highly modified 4-engine jet aircraft adapted to carry a range of unique science instruments, dedicated to supporting the UK atmospheric science community and users of atmospheric science data. The Facility is managed by a unique team of scientists, engineers, flight technicians and project managers forming a complete package of support for the scientific community. The Facility is supported by the National Centre for Atmospheric Science (NCAS) and funded by the Natural Environment Research Council (NERC) and is an environmental research infrastructure of national and international importance.

The exciting Mid-Life Upgrade (MLU) Programme aims to deliver a range of upgrades and enhancements to the scientific capabilities of the aircraft, its measurement capabilities and its research impact, extending its useful life by at least 20 years. This plans to meet the ongoing requirements for UK researchers, the Met Office, UK government bodies, commercial organisations and international research bodies.

This represents a 4-5 year project to rebuild significant parts of the aircraft systems, to carry out a comprehensive upgrading of the aircraft's scientific and operational capabilities with a budget of up to £50m. Successful delivery will require working closely with major stakeholders, including the aircraft design organisation, engineering suppliers and the aircraft's scientific user community.

As a Project Support Officer at FAAM, you will take a structured and proactive approach to assisting with the day-to-day management of the MLU programme of works, working closely with the MLU Project Manager, MLU Director, Activity Leads and external stakeholders to plan, design, implement, oversee and evaluate tasks pertaining to the overall management of the project and are critical to the overall success of project.

You will be part of a multi-disciplinary team at FAAM and will be responsible for developing streamlined working processes, producing detailed reporting plans and supporting documentation, and working with key stakeholders to develop trust and effective knowledge sharing.

Good innovative thinking is required along with the ability to work with scientists and engineers including the aircraft's Design Authority and other stakeholders. The aim is to enable the project to function effectively and facilitate the transfer of accurate and timely information and identify opportunities for improving project processes.

The post will be employed by the University of Leeds and will be based within the FAAM team on the campus at Cranfield University.

## **What does the role entail?**

As the FAAM Airborne Laboratory Mid-Life Upgrade Project Support Officer, your main duties will include:

- Coordinating and delivering key project tasks as part of the project's objectives and proposed outcomes;
- Supporting the MLU Project Manager and Director in the preparation, reporting, planning, communication and delivery of key project tasks;
- Assisting in the scheduling of tasks and activities, defining and implementing project processes and working with key stakeholders;
- Working with the Project Manager and Finance Team to prepare and deliver accurate and timely financial reports for the project;
- Overseeing and managing some projects and tasks, including mitigating risks and resolving issues and recording these through appropriate logs;
- Assisting with quality assurance activities through data collection, auditing and compliance checks;
- Scheduling meetings and setting agendas for the project team in support of activities;
- Providing internal and external stakeholder management and facilitating collaboration across teams;
- Ensuring the agreed project management methods, standard and processes are maintained and adhered to throughout the project lifecycle;
- Assisting the Project Manager and Team Leads in the production and maintenance of project plans;
- Developing and maintaining the project library, filing, recording and reporting systems;
- Developing and implementing appropriate configuration management procedures;
- Co-ordinating the production of reports and project updates;
- Advising and assisting project team members in the application of project procedures, disciplines and recording of reporting standards;
- Developing and supporting effective communication mechanisms between the project and stakeholders;
- Undertaking any other administrative tasks as specified by the Project Manager, including making travel bookings, recording of meetings and actions, managing calendar appointments for the Project Team.

The post holder will report to and be supervised on a day-to-day basis by the MLU Project Manager.

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 Project Support Officer you will have:

- Knowledge and experience of a formal project management methodologies and structures;
- A high degree of computer literacy including advanced knowledge of the MS Office Suite and a willingness and skill to learn new programs quickly;
- Project planning ability and knowledge of managing risks and issues;
- Excellent communication skills, with the demonstrable ability to communicate effectively across a range of stakeholders with great attention to detail;
- The ability to work within a multi-disciplinary team, and steer others in the delivery of complex project management tasks;
- An innovative approach to problem solving and devising novel solutions;
- Self-motivation and be flexible with the ability to direct your own work, in appropriate consultation with colleagues;
- Ability to study and present information in a clear and concise manner for a range of stakeholders;
- Willingness to work flexibly from a base at Cranfield, from home and occasionally from the locations of our stakeholders across the UK.

You may also have:

- Experience of working on complex engineering projects.

## 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:

**Edward Andrews, Mid Life Upgrade Project Manager, FAAM Airborne Laboratory**

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

Telephone +44 (0) 07874 887786

## **Additional information**

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Find out more about the [National Centre for Atmospheric Science](#) and [its relationship with the School of Earth and Environment](#)

Find out more about the [Facility for Airborne Atmospheric Measurements](#)

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

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

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

Find out more about [Equality and Inclusion](#) in the Faculty.

### **A diverse workforce**

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

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](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 page.