



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Technical Writer, FAAM Airborne Laboratory,
National Centre for Atmospheric Science, Faculty of Environment**



Salary: Grade 7 (£34,304 - £40,927 p.a.)

Reference: ENVEE1545

Fixed term to 31 March 2026 (due to external funding)

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

We will consider job share/flexible working arrangements

Technical Writer, FAAM Airborne Laboratory (FAAM), National Centre for Atmospheric Science (NCAS), School of Earth and Environment, Faculty of Environment

Are you highly motivated with experience working as a technical writer? Do you have a background in physical science, engineering or related field? Would you like to develop technical documentation as part of the transformative FAAM Airborne Laboratory Mid-Life Upgrade project?

The FAAM Airborne Laboratory is a world-class research facility dedicated to the advancement of atmospheric science. FAAM operates a specially adapted BAe-146 4-engine research aircraft managed by a unique team of scientists, engineers, flight technicians and project managers providing a complete package of support for the scientific community. The capabilities are extensively reliant on state-of-the-art scientific instrumentation, often uniquely customised for use on the aircraft, which is deployed throughout the world.

FAAM's measurement and operational capabilities are continually evolving, and management of this modification process has to be carried out effectively, against both time and budget constraints. The exciting FAAM Mid-Life Upgrade (MLU) project 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.

The MLU is an ambitious 4-5 year £50m project to rebuild significant parts of the aircraft systems, and carry out a comprehensive upgrading of the aircraft's scientific and operational capabilities. Successful delivery will require working closely with major stakeholders, including BAe Systems as aircraft Design Authority, engineering suppliers and the aircraft's scientific user community. The entire project will comprise several hundreds of individual aircraft modifications, each of which will need to be properly documented and recorded.

You will have a Technical Writer background and a bachelor's degree or equivalent experience in physical science, engineering or related field. The role is a first for FAAM and will be ideal for a motivated person who is keen to make a valuable contribution to the development of an internationally significant project.

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 a Technical Writer, your main duties will include:

- Working in a project development environment, developing a technical document system in collaboration with the MLU team, identifying documentation gaps and developing a streamlined publishing process;
- Leading on the writing of technical documentation, including technical specifications, technical manuals, tutorials, how-to guides, user guides, technical assessments, reports and presentations;
- Communicating and liaising with a range of stakeholders, engineers, designers and scientists to coordinate the development and publication of content over the duration of the project. This includes the aircraft's Design Authority (BAE Systems) and members of the atmospheric research community across the UK;
- Creating, editing and proofreading clear, accurate and concise digital and hardcopy technical documentation,
- Maintaining a library of technical terminology and documentation;
- Responsibility for researching and gathering technical information, including gathering first-hand knowledge of operational use of the aircraft and its technologies to inform technical documentation and ensure safe use;
- Establishing new standards and templates for documentation, as well as processes for maintaining, archiving and enhancing documentation as the project evolves;
- Contributing to the writing of reports for the MLU project board, NCAS and stakeholder reports;
- Helping to document the MLU development work to inform the future development of airborne atmospheric research facilities;
- Developing and delivering training on technical writing for other team members, contributing to the development of the FAAM team and the wider organisation;
- Actively contributing to the overall success of the Mid Life Upgrade project.

The post holder will report to the MLU Director and will 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 Technical Writer you will have:

- Substantial experience as a Technical Writer;
- A bachelor's degree, equivalent qualification or experience in physical science, engineering or related field;

- Excellent communication skills with the demonstrable ability to communicate effectively across a range of stakeholders, with excellent attention to detail;
- An ability to introduce technical documentation standards and be a key voice in developing a technical documentation system;
- An ability to identify gaps in FAAM's documentation and produce clear and concise documents and technical examples;
- Experience of producing digital and hard copy technical content;
- An ability to quickly grasp complex technical concepts and translate them into easily understandable documents;
- An ability to manage multiple priorities in a fast-paced, changing environment;
- An ability to work within a multi-disciplinary team;
- 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 or understanding of project management or working as part of a project team;
- Experience of working in aviation or another safety critical environment;
- Knowledge of atmospheric science, meteorology, and/or meteorological instrumentation;

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:

Stephen Devereau, Mid Life Upgrade Director, FAAM Airborne Laboratory

Email: steve.devereau@faam.ac.uk

Telephone +44 (0) 7500 973201

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 [FAAM Airborne Laboratory](#)

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](#) 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.

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.