



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Executive Support and Governance Officer,
National Centre for Atmospheric Science, Faculty of Environment**



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

Reference: ENVEE1563

We will consider job share/flexible working arrangements

Executive Support and Governance Officer, National Centre for Atmospheric Science (NCAS), School of Earth and Environment, Faculty of Environment

Are you a skilled organiser with experience of servicing senior level committees and meetings? Do you have excellent interpersonal skills with the ability to quickly build trust and positive working relationships with a diverse range of people? Would you like to join a friendly, supportive and enthusiastic operations team, and make a valuable contribution to the running of an internationally-leading research centre?

The National Centre for Atmospheric Science (NCAS) is one of the six research centres supported by the Natural Environment Research Council (NERC). NCAS pursues long-term research in Climate and High Impact Weather, Air Pollution and Long-Term Global Change. In addition, NCAS provides UK research scientists and others with services and facilities in atmospheric science through the FAAM Airborne Laboratory, the Atmospheric Measurement and Observation Facility, the Centre for Environmental Data Analysis, and the Computational Modelling Services. The annual budget is approximately £30m. NCAS is entirely embedded within several universities and other organisations, including the universities of Leeds, Manchester, York, Reading and Cranfield along with the Rutherford Appleton Laboratory. NERC contracts the University of Leeds as the lead organisation, for NCAS, with the other organisations operating under sub-contracts. All of the staff are employed by their local institutions.

NCAS is seeking to employ an Executive Support and Governance Officer to join the NCAS Operations Team based at its headquarters in Leeds. As a core member of the team, you will support key functions of Governance and Reporting, Directorate Support, and HQ Operations Support and Administration. This is a varied and exciting new role that will offer you a great opportunity to further develop your skills, experience and expertise in a supportive team environment.

NCAS works in partnership and collaboration with many organisations, and has staff and Directors hosted by a number of different universities. Whilst based in Leeds, you will provide support across NCAS. Occasional travel to other NCAS locations and meeting venues in the UK may be required, including overnight stays.

What does the role entail?

As an Executive Support and Governance Officer, your main duties will include:

- Supporting the NCAS Operations Director in ensuring appropriate governance structures, practices, and reporting procedures are developed, implemented and maintained.

- Providing logistical and administrative support to the NCAS Management Board and other principal boards, committees and advisory groups, including the Science Strategy Board, Science Advisory Committee and the Executive Group;
- Coordinating the effective and efficient flow of business through the NCAS governance and advisory structure, ensuring that the annual cycle of business is well balanced and meets the needs of the organisation. This will include gathering, processing and reporting data to and from funding bodies;
- Ensuring that meetings are planned, hosted, delivered and recorded in an effective way; that papers are produced and distributed in a timely manner and that actions from meetings are followed up, supporting meeting chairs before, during and after the meetings;
- Providing effective administrative support and assistance to NCAS directors, adapting your approach as required, and providing different levels of support depending upon their location and available local support. This will include:
 - Acting as the first point of contact for the directors, diary management, travel (UK & International), arranging visits to NCAS at the University of Leeds and meeting planning.
 - Ensuring that the relevant NCAS website pages are up to date with information relating directors and committee members.
 - Handling and protecting sensitive information.
 - Collecting and organising information and data to support the writing of reports.
- Providing mutual support for other members of the NCAS Operations Support and Administration Team, undertaking a range of duties as required to support the running of the HQ buildings. This will include providing support for training courses, events, and maintaining hospitality provision;
- Establishing and maintaining effective professional relationships across NCAS and the Atmospheric Science, and Natural Environment communities, communicating with a wide array of colleagues, stakeholders, suppliers, and partners.

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.

This role will be expected to work full time on campus at the University of Leeds, however some limited flexible home working may be possible, at the discretion of the Operations Director.

What will you bring to the role?

As an Executive Support and Governance Officer, you will have:

- Experience in supporting effective governance structures;
- Experience of providing administrative and personal support to senior staff including diary and travel management, and the appropriate handling of sensitive information;
- Good communication & interpersonal skills with the ability to convey complex information in a clear and concise manner with high attention to detail;
- IT skills, including proficiency in Microsoft Office 365 software, including Word, Excel, and Powerpoint (or equivalent);
- Willingness to work flexibly at times, which will include traveling to attend and support meetings and events nationally; requiring some extended days, with occasional evening and weekend working, sometimes involving overnight stays. This will be discussed and agreed in advance.

You may also have:

- Experience of working in a research organisation;
- Experience of supporting the delivery of effective meetings in a hybrid working environment;
- Professional qualification in corporate governance or willingness to undertake training in this area; *we are very keen to support the professional development of the role holder.*
- Experience of organising and supporting events;

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.

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.

Contact information

To explore the post further or for any queries you may have, please contact:

John Eager, NCAS Operations Director

Email: john.eager@ncas.ac.uk

Additional information

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 [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.