



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of People, EDI and Workforce Development,
National Centre for Atmospheric Science, Faculty of Environment



Salary: Grade 8 (£43,414 - £51,805 p.a.)

Reference: ENVEE1592

Full time, open-ended contract

Head of People, EDI and Workforce Development, National Centre for Atmospheric Science (NCAS), School of Earth and Environment, Faculty of Environment

Are you an inclusive and collaborative leader, with good professional insight into the current people and skills landscape, including key trends and innovations? Would you like to steer the development and implementation of our people, EDI and workforce development strategy? Do you have experience of helping to embed EDI within an organisation? If so, we'd like to hear from you!

The National Centre for Atmospheric Science (NCAS) is one of the six research centres of the Natural Environment Research Council (NERC). NCAS pursues long-term research in Climate and High Impact Weather, Air Pollution, and Long-Term Global Change. We also provide UK research scientists and others with services and facilities in atmospheric science through our FAAM Airborne Laboratory (based around a highly modified BAE 146 aircraft), the Atmospheric Measurement and Observation Facility (providing major ground-based observing systems such as radars), the Centre for Environmental Data Analysis (providing data management and analysis services) and the Computational Modelling Services (providing access to computational models and analysis tools).

NCAS research and services are provided by a dedicated team of around 120 permanent staff, supported by a further 110 fixed term staff. All NCAS staff are employed by and embedded within their local institutions, including the universities of Leeds, Manchester, York, Reading and Cranfield along with the Rutherford Appleton Laboratory.

We are looking for a Head of People, EDI & Workforce Development to work as a key part of the NCAS Operations team to ensure we provide the best possible support to our staff and to add value to the lived experience of everyone who works as part of NCAS. 'Supporting Science' is a simple guiding principle of everything that the Operations team does, and central to this principle is our people. How we recruit, retain, develop and support our people. How we ensure NCAS is an open, accessible, inclusive and diverse organisation. Therefore this role provides an exciting opportunity to develop all these areas in a world-leading, welcoming and friendly organisation.



What does the role entail?

As NCAS Head of People, EDI and Workforce Development, your main duties will include:

Strategic Leadership

- Shaping and contributing to a range of NCAS-wide people and workforce development solutions that support NCAS in achieving its strategic aims and objectives;
- Leading the development, implementation and evaluation of the NCAS People, EDI and Workforce Development strategy, identifying its effectiveness, impact and overall performance, with a particular focus on five strategic themes:
 - NCAS lifecycle – people policy and practice
 - Equity, diversity and inclusion
 - Learning and Development
 - Wellbeing and the people experience
 - Workforce planning and sustainable organisational performance
- Providing counsel and direction to the NCAS Management Board on all People, EDI and Workforce Development matters, including producing papers and proposals;
- Leading the NCAS EDI group, including:
 - Leading the development of actions and reporting on outputs from the NCAS EDI survey
 - Ensuring that EDI is embedded in all NCAS people policies, and supporting others embedding EDI across all NCAS policies and procedures
- Participating as an active member of the NCAS Executive Team.

Service Delivery

- Leading the delivery of a range of NCAS-wide People, EDI and Workforce Development initiatives and interventions;
- Leading workforce planning across NCAS, including supporting colleagues to develop longer-term workforce and succession plans;



- Working with leaders across NCAS to identify, develop and harmonise cross-NCAS people, EDI and workforce development policies and practices, liaising and engaging with host institution HR colleagues as appropriate;
- Promoting a culture of continuous improvement, identifying changes and enhancements to our people, EDI and workforce development policies and practices;
- Leading the design, development and delivery of NCAS staff & EDI surveys, including lead the living action plans that are developed from the survey outcomes, and reporting to the management board on progress against objectives throughout the cycle;
- Creating opportunities for staff feedback and consultation across NCAS;
- Collaborating with local HR colleagues on the delivery and continuous development of NCAS-wide staff reward and recognition initiatives;
- Managing the NCAS People and Workforce Development team, including setting team and individual objectives, coordinating and prioritising workload, and monitoring and reviewing progress;
- Having oversight of the NCAS People database, ensuring it is accurate and up-to-date, and is an effective and compliant mechanism for collecting, storing and processing staff information;
- Contributing to the budget setting process and subsequent management of the budgets allocated to the NCAS People and Workforce Development activities.

Partnerships and Collaboration

- Establishing and maintaining effective professional relationships across the atmospheric science community and beyond to expand the range of opportunities for collaboration and innovation in regards to People, EDI and Workforce Development;
- Actively engaging in external People, EDI and Workforce Development networks to represent NCAS, benchmark activity and identify best practice;
- Providing an effective and adaptable interface between NCAS People, EDI and Workforce Development needs and the policies and practices of NCAS employers. In particular this involves:
 - Developing an understanding of employers' policies and a close working relationship with local HR and staff development managers
 - Developing effective solutions to the delivery of NCAS requirements within the range of people policies of NCAS employers.



The role is based within the NCAS Operations team in Leeds and will report to the NCAS Operations Director. The role will have line management responsibility for the NCAS Workforce Lifecycle 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.

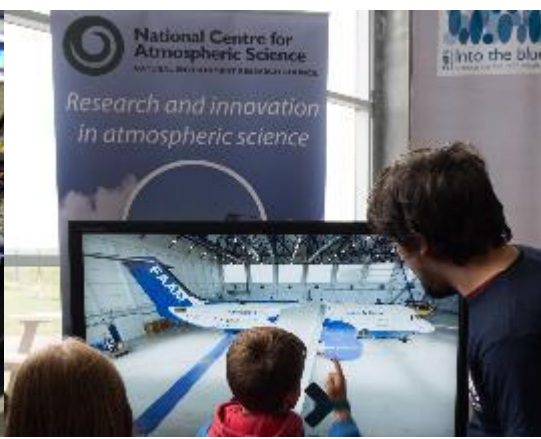
What will you bring to the role?

As NCAS Head of People, EDI and Workforce Development, you will have:

- A successful track record in leading and delivering customer focused, flexible and responsive services and support in a distributed or complex organisation;
- Evidence of a good level of professional insight into the current people and skills landscape including key trends and innovations;
- A successful track record of embedding EDI in an organisation, contributing to the development and implementation of policy and practice, successfully challenging others to engage, and achieving positive results;
- Experience of operating successfully at a leadership level, contributing to the development of strategy;
- Evidence of creativity and innovation, for example in supporting recruitment, staff wellbeing, staff development;
- Inclusive leadership and people management skills with experience of leading and motivating teams;
- Excellent interpersonal and communication skills including experience of influencing and engaging with a wide range of audiences;
- Evidence of a highly collaborative approach to working, building productive and supportive working relationships and networks, both within an organisation and externally.

You may also have:

- Experience of working within a people-orientated role at management level;
- Evidence of a good level of professional insight into the people and skills opportunities and challenges within a research environment.



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 about the National Centre for Atmospheric Science

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

NCAS is committed to proactively encouraging an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnic origin, religion or belief, sexual orientation, marital or transgender status, age, or nationality.

Applications from under-represented groups in science research and administration are especially encouraged.



Additional information about the University

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.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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.

