



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Operations Support Specialist, FAAM Airborne Laboratory,  
National Centre for Atmospheric Science, Faculty of Environment**



**Salary: Grade 6 (£28,762 - £34,308 p.a.)**

**Reference: ENVEE1605**

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

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

## **Operations Support Specialist FAAM Airborne Laboratory (FAAM), National Centre for Atmospheric Science (NCAS), School of Earth and Environment, Faculty of Environment**

**Are you a can-do organiser who enjoys the challenge of planning complex logistical operations? Would you like to travel the world, from the Arctic to the desert, supporting an internationally-leading atmospheric airborne laboratory? Are you a team player who likes to go the extra mile? If so, we really want to hear from you!**

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.

As FAAM Operations Support Specialist, you will provide logistical planning and organisational support for a range of flying campaigns, working closely with the FAAM team, scientists, technicians and engineers. This means you'll have excellent organisational skills, be a great problem-solver, and have really good communication and interpersonal skills to help you interact, engage and negotiate with field campaign colleagues and stakeholders.

This is an exciting and truly unique role. You will have the opportunity to fly on a research aircraft, work with some of the very best atmospheric scientists, thereby directly supporting cutting edge climate change science. Come and join our team!

This post will be employed by University of Leeds, but will be based at the FAAM Airborne Laboratory on the campus at Cranfield University.



## What does the role entail?

As Operations Support Specialist, your main duties will include:

- Contributing to the end-to-end flight campaign planning process, including assisting with initial enquiries and applications; planning logistics and operational requirements; and budget management;
- Actively supporting flying campaigns, including organising logistics and crewing, resolving operational problems, and liaising with and assisting scientists involved in campaigns;
- Working collaboratively with a range of stakeholders and scientists to ensure successful delivery of operational goals. This includes the aircraft's Operator (Airtask), Maintenance Organisation (Avalon Aero) and the atmospheric research community;
- Actively participating in flying campaigns from both at home base and at airport locations in conditions that range from desert to Arctic. Typically deployments like these might be required for up to 8 weeks a year, occasionally more;
- Reviewing, evaluating and reporting on the quality of the service FAAM provides to the atmospheric science community, working with the team to continuously improve the service we provide to our users.

The post holder will report to the FAAM Operations 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 Operations Support Specialist you will have:

- Experience of working in an operations or logistics support environment;
- Excellent organisational skills, with the ability to solve complex problems using creative thinking and negotiation;



- Excellent communication and interpersonal skills with the ability to interact and engage with a wide range of audiences;
- The ability to make a positive contribution to a team, happy to go the extra mile and provide support to colleagues when needed;
- Willingness to travel for up to 8 weeks a year and for up to 30 consecutive days at a time, within the UK and overseas.

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.

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:

**Maureen Smith, Operations Manager, FAAM Airborne Laboratory**

Tel: +44 (0) 7788 415219

Email: [maureen.smith@faam.ac.uk](mailto:maureen.smith@faam.ac.uk)



## 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.

## Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. 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](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.

