



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

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



Salary: Grade 5 (£24,285 - £27,929 p.a.)

Reference: ENVEE1607

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

We will consider job share/flexible working arrangements

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

Are you an experienced administrator or business support professional looking for a new and exciting challenge? Do you enjoy taking a proactive and creative approach to problem solving? Would you like to utilise your excellent communication and interpersonal skills to support the work of a unique and internationally leading flying science laboratory? 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 science instruments, dedicated to supporting the UK atmospheric science community and users of atmospheric science data. The Facility is managed by a specialist 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 Administrator, you will have great organisational skills, with the ability to prioritise a diverse and varied workload. Your role will involve a high degree of autonomy so you will need to take a proactive approach to your work, demonstrating personal responsibility with good use of initiative. You'll have excellent communication and interpersonal skills with an ability to positively interact and engage with the team and wider external networks.

This is an exciting and truly unique role where you'll be supporting a diverse team of scientists, engineers and project managers, and no two days will be the same! This is a great opportunity to make your mark and contribute to the development of an internationally leading science research facility. 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 Administrator, your main duties will include:

- Providing high quality administrative support across a broad spectrum of operational, project and team activities such as support for flight campaigns and field projects, and support for the Mid-Life Upgrade (MLU) project;
- Providing high level administrative support to management and governance committees including arranging all logistical aspects for meetings; supporting the committee Chairs with agenda setting; ensuring all documentation is compiled and distributed to members in a timely way; taking minutes and tracking progress of actions;
- Being the first point of contact for all general enquiries and facility visitors, maintaining a professional and customer-oriented approach and creating a positive image by responding promptly to communications and requests, whilst using judgement and discretion to explore needs and offer advice where appropriate;
- Contributing to the efficiency and effectiveness of all clerical and administrative processes, systems and procedures – taking responsibility for regular reviews to improve service provision;
- Providing day-to-day administrative and clerical support to FAAM staff, including organising catering, travel and accommodation requests, and acting as the FAAM liaison for campus or University-based departments and services;
- Providing administrative support to the FAAM staff training programme, ensuring currency, scheduling and organising training events, and booking venues.

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 Administrator you will have:

- Experience of working in an administrative and/or business support role;
- Experience of organising and administering meetings, with the ability to produce agendas and take accurate minutes/notes;
- Proficiency in Microsoft Office and/or Google Workspace (or equivalent) including programs such as Word and Excel;
- Excellent organisational skills with the ability to prioritise a varied workload and to work accurately and methodically to meet tight deadlines;
- Proactive and creative approach to problem solving, with the ability to use initiative to identify process and system improvements;
- Excellent communication and interpersonal skills with the ability to positively interact and engage with the team and wider external networks;
- Excellent customer service ethos, demonstrating enthusiasm, flexibility and integrity.

You may also have:

- Experience of working in the scientific research and/or aviation sectors;
- Logistics experience;
- Experience or a demonstrable interest in contributing to environmental sustainability initiatives.



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:

[Alan Woolley](#), Head of the FAAM Airborne Laboratory

Email: alan.woolley@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.

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.

