



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Operations & Project Support Manager
National Centre for Atmospheric Science**



Salary: Grade 7 (£36,333 - £43,155 p.a.)

Reference: ENVNC1009

Contract: Full time, open-ended

We will consider job share or flexible working arrangements

Operations & Project Support Manager

National Centre for Atmospheric Science

School of Earth and Environment, Faculty of Environment

Do you have experience of leading/coordinating a range of operational activities in a busy office environment? Are you talented at organising, managing and hosting meetings and events? Would you like to develop your skills and experience in a friendly and supportive environment? If so, we want to hear from you!

The National Centre for Atmospheric Science (NCAS) is one of the six research centres supported by the Natural Environment Research Council (NERC). We pursue 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 staff employed by and embedded within their local institutions, including the universities of Leeds, Manchester, York, Reading and Cranfield.

As Operations & Project Support Manager, you will be at the heart of a busy office environment at NCAS Headquarters. You will coordinate administrative and operational activities and will use your excellent organisational skills to manage a range of meetings and events across the country including the annual staff conference. You will also deliver a variety of projects in a supportive and enthusiastic environment. You'll get to work with great colleagues right across the organisation and your work programme will be varied and interesting. Friendly, adaptable and diplomatic, you will take a proactive approach to your work and will have the ability to work well both within a team and independently.

The role will be based at NCAS Headquarters at the University of Leeds.



What does the role entail?

As Operations & Project Support Manager, your main duties will include:

HQ Operations, Projects & Administration

- Managing the HQ Operations and Administration Support team including setting team objectives and quality standards, coordinating and prioritising workload and reviewing progress;
- Working with staff within the HQ team to identify administrative support requirements across all HQ business functions, and to manage the coordination and delivery of an administrative support service to these functions;
- Providing project support and project management for a variety of projects across the NCAS portfolio;
- Establishing and maintaining good working relationships with the wider NCAS Operations & Administration network and Site Leads to coordinate cross-NCAS systems, processes and procedures;
- Working closely with the Operations Director and senior colleagues to implement Management Board directives and policy decisions which impact upon the administrative and operational organisation across NCAS.

Meetings and Event Management

- Leading the operational and logistical planning and delivery of the NCAS meetings and events programme, sharing best practice with our partner institutions, and representing NCAS in joint initiatives with external partners;
- Leading the appraisal of potential national and international locations and venues, to provide recommendations, advice and guidance to event leads and the NCAS Executive Group, when appropriate;
- Managing the NCAS events evaluation process, using participant feedback to improve future programme design and delivery;
- Managing the use and lettings of NCAS HQ meetings space, maximising occupancy and generating additional income through internal and external sources;
- Advising and supporting the NCAS Education and Staff Development Manager on operational and logistical aspects relating to the planning and delivery of the NCAS Training programme.



HQ Facilities, Estates, Health and Safety

- Acting as the main point of contact for Leeds-based NCAS staff and the University of Leeds in operational areas such as Facilities, Estates, Health and Safety;
- Working with the University's Facilities Management team, Health & Safety Manager, and NCAS Operations Director to oversee the operational management of NCAS facilities at Leeds - this includes space management, recording and monitoring of inspections, testing, maintenance, security, housekeeping and service level agreements, to ensure the health and safety of staff and visitors and compliance with the regulatory requirements of the University and external bodies;
- Managing operational health and safety issues at NCAS HQ including building & fire safety, manual handling, risk assessments and DSE assessments;
- Representing NCAS at the University of Leeds Health and Safety Network meeting.

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 & Project Support Manager, you will have:

- Experience of supporting the effective running of a busy office environment;
- Excellent organisational skills with experience organising, managing and hosting meetings and events, along with the ability to prioritise a varied workload, manage multiple tasks and working accurately to tight deadlines;
- Excellent communication, interpersonal and networking skills with the ability to liaise effectively with a diverse audience in a confident, friendly and articulate manner and the ability to communicate complex ideas in a clear, accurate and accessible way;
- A thoughtful, innovative and diplomatic approach to problem solving with the ability to tackle problems efficiently and professionally;
- Experience of facilitating the work in a small team, as well as a demonstrable ability to work proactively and independently;



- Excellent IT skills including experience of standard office systems and applications and digital communications.

You may also have:

- A working knowledge of relevant health and safety regulations and/or a health and safety qualification (e.g., NEBOSH General Certificate);
- Experience of managing projects and/or having a recognised project management qualification;
- Experience of managing a budget;
- Experience of working in an academic or research environment.

How to apply

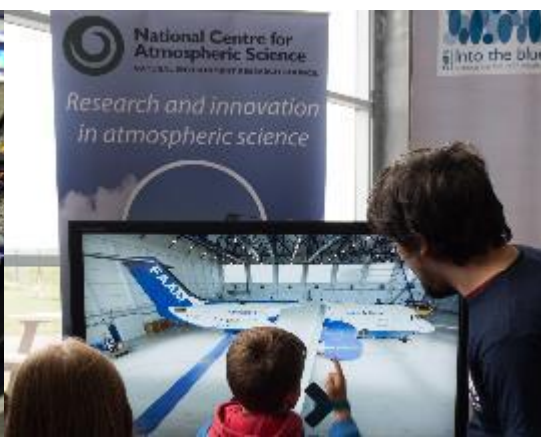
You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

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

Lisa Banton, Head of People, EDI & Workforce Development

Email: lisa.banton@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](#)

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

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 and from across the world. 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.

