



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Apprentice Inclusive Recruitment Support Officer (Level 4 Associate Project Manager Apprenticeship), National Centre for Atmospheric Science, Faculty of Environment



Salary: Grade 5 (£25,742 - £29,605 pro rata)

Reference: ENVNC1015

Fixed term for 2 years – The post is an agreed discrete placement or is solely for the purpose of providing training

We will consider flexible working arrangements, job shares and secondment opportunities

Inclusive Recruitment Support Officer (Level 4 Associate Project Manager Apprenticeship)

National Centre for Atmospheric Science, School of Earth and Environment, Faculty of Environment

Are you highly self-motivated with a keen interest in People and Equality, Diversity and Inclusion (EDI) projects? Do you have good 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 People, EDI and Workforce Development team, and make a valuable contribution to our continued inclusive recruitment development and engagement work?

This opportunity is open to anyone with a minimum of 5 Level 2/GCSE qualifications, including maths and English. We would be keen to hear from experienced people interested in re-training as well as early career colleagues, or someone looking for a secondment. Apprenticeships are for everyone regardless of academic background and the only exclusion would be someone who already holds a level 4 qualification or above in project management.

The National Centre for Atmospheric Science (NCAS) is seeking to employ an Inclusive Recruitment Support Officer through a level 4 Associate Project Manager Apprenticeship, to join the NCAS People and EDI team based at its headquarters in Leeds. This post is a 2-year fixed term, full time role. The hope would be for the successful candidate to move on to a more senior role within NCAS on completion of the apprenticeship. The role is due to commence in January 2024 with the apprenticeship element delivered by Leeds City College for 15-18 months one day per week from February 2024.

As a core member of the team, you will help manage our large-scale recruitment across this national organisation, whilst developing, improving, and implementing inclusive practices throughout your work. You will also support the Inclusion Co-ordinator with the continued delivery of and reporting on the Community for Change initiative and the NCAS EDI strategy and Living Action Plan. You will work with several teams within the NCAS Operations team, as well as across our 12 national centres to identify, share and improve good practice consistently across the organisation.



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. In addition, we provide 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. All our staff are employed by their local institutions.

What does the role entail?

As NCAS Inclusive Recruitment Support Officer, your main duties will include:

- Developing and delivering high quality project management support in inclusive recruitment and customer service policies and processes including: workforce planning, writing inclusive job adverts and job descriptions, researching new communities through which to advertise our specialist roles;
- Identifying and offering reasonable adjustments for candidates, according to current best EDI practice, and answering candidate questions;
- Co-ordinating inclusive approaches to staff onboarding and induction through providing clear and accessible information for a diverse range of needs, answering questions, providing access to training and making introductions;
- Organisation of a variety of meetings and events, in person and hybrid, and ensuring inclusion and equity of access;
- Responding efficiently, flexibly and professionally to enquiries or requests for information from internal and external colleagues, ensuring inclusion and access for staff, students and community partners;
- Developing systems/procedures to accurately record, maintain, collate, analyse and report information to support improvements in EDI, including staff lists/database/people data using Excel/G suite;
- Proactively and flexibly identifying and meeting business needs across the whole organisation. Addressing risk and issues effectively and efficiently and reporting/recommending improvements with a particular focus on inclusion and equality issues;
- Liaising with all the NCAS teams nationally, to ensure consistency of service in inclusive recruitment through effective project management support and develop and share best practice through effective support and challenge;



- Identifying, developing and implementing continuous improvement/consistency of policy, processes and practices including inclusive recruitment at NCAS through effective project management techniques;
- Building effective working relationships and contributing experience, support and advice to colleagues;
- Keeping up to date with changes and developments in ways of working through commitment to own learning and development;
- Deputising for the Inclusion Co-ordinator, as appropriate.

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 Inclusive Recruitment Support Officer, you will have:

- 5 GCSEs at least grade 4, including Maths and English;
- Good written and verbal communication skills;
- Able to research good practice in inclusive recruitment and share learning with the team;
- Confidence to support/challenge and implement changes/improvements in systems;
- A keen interest in Equality, Diversity and Inclusion;
- Knowledge of and confidence in the use of Information Technology to support project management;
- High level of personal organisation and time management skills;
- An understanding of project management principles;
- Good problem solving skills;
- Able to contribute to key outcomes relating to inclusive recruitment;
- Willingness to commit to learning and development through a level 4 apprenticeship;
- Ability to work as part of a team;
- Commitment to NCAS values of excellence, agility, integrity.

You may also have:

- Experience of working in a People/HR/EDI team environment or project management role;
- Knowledge and experience of Zoom, Excel and the use of Google suite.



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:

Frances Dee, People & Community for Change Officer

Email: frances.dee@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 sex, gender identity, transgender status, disability, ethnic origin, religion or belief, sexual orientation, relationship status, age or nationality.

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

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

Our University

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.

