



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Project Officer, National Centre for Atmospheric Science,  
Faculty of Environment**



**Salary: Grade 6 (£32,296 – £37,999 p.a. depending on experience) pro rata**

**Reporting to: Hazel Jeffery, Project Manager**

**Reference: ENVNC1020**

**Part time: 50% FTE (17.5 hours per week)**

**Fixed term to 31 March 2027 to complete specific time limited work**

**Location: National Centre for Atmospheric Science Headquarters at University of Leeds, with occasional travel in the UK**

**We are open to discussing flexible working arrangements**

# Project Officer, National Centre for Atmospheric Science, Faculty of Environment

## Overview of the Role

**Do you have experience of supporting projects? Are you a proactive and solutions-focused person who enjoys the challenge of coordinating both people and tasks in a complex project environment?**

[TerraFIRMA](#) and [CANARI](#) are two large, multi-centre research projects coordinated by the National Centre for Atmospheric Science (NCAS) that bring together numerous scientists from eight Centres funded by the Natural Environment Research Council. The projects develop and apply world-leading global climate and Earth system models with the aim of delivering reliable future climate change projections and associated science to policy guidance to UK government, UK decision-making bodies, and the general public. In addition, the projects will deliver science knowledge to support the next IPCC Assessment Report (AR7) and the UNFCCC Global Stocktakes. Both projects are National Capability (NC), meaning they are charged with providing models, tools, and data, in a supported manner, for use by the broader UK research community.

As Project Officer, you will work with the Principal Investigators, lead scientists and other team members in each project to support the delivery of the project's primary goals and strategy, analysing information and proposing solutions to project management and project organisational challenges. You will undertake a central project support role and will act as the first point of contact for enquiries from across project participants. Your role will include budget management; updating the project websites with the latest project results; collecting input for the project websites, newsletters, and periodic reporting; organising project meetings and events and associated travel requirements; communicating and liaising with project partners, including senior academics, early-career researchers and external stakeholders (e.g., government departments).

The post is based at the NCAS Headquarters, Fairbairn House in Leeds. The role will involve occasional travel in the UK, including to the UK Met Office in Exeter, to provide support for project meetings. Up to three of these meetings will require you to be away



for 3-4 consecutive days. Other trips will be 1-2 days in duration, plus travel. All travel, accommodation and subsistence costs will be covered.

## Main duties and responsibilities

- Taking a lead role in the daily management of project activities, including working with the Principal Investigators (PI), science steering group (SSG), project scientists, communications team and external partners;
- Maintaining clear documentation and management tools regarding plans, tasks and activities, so that project members work effectively to common goals;
- Developing new tools to coordinate work across areas as needed, and ensuring the consistent use of existing tools by team members;
- Updating the project websites to ensure they contain up-to-date information including collecting input from project scientists;
- Planning and managing regular meetings of the project team, including annual General Assemblies and other relevant meetings and workshops;
- Planning and managing meetings with external partners, including arranging UK and overseas travel;
- Supporting the project PI and SSG in communicating project progress, developments, and decisions across project teams and institutes and with respect to periodic project reporting to funding agencies;
- Taking a proactive approach to stakeholder engagement, for example, to liaise with external partners and stakeholders;
- Overseeing the project budget, planning ahead to ensure that specific tasks have the required resources, with contingency planning;
- Working with NCAS and University of Leeds Finance and Operations teams to ensure that the project budgets and expenditure are consistent with organisational processes;
- Contributing to the preparation of contracts, reports and other documents as required;
- Identifying where improvements can be made to project management systems and processes and determining a required course of action to deliver these improvements.

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.



## Qualifications and skills

### Essential

- Experience of working in a project support or project management role;
- Excellent organisational skills, with the ability to manage multiple tasks and competing priorities;
- Ability to communicate complex information to diverse audiences, including project users, partners and team members;
- Experience of working within a diverse team, with the ability to coordinate people and tasks to enable key deadlines and project milestones to be met;
- Experience of managing resources and maintaining budget spreadsheets;
- A proactive and solutions focussed approach to solving complex problems;
- Experience of developing content for websites, presentations, and newsletters.

### Desirable

- Project management qualification;
- A general understanding of, and interest in, climate change and climate science;
- Experience in using WordPress for website editing.

## 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.

Please note that due to Home Office visa requirements, this role is not suitable for first-time Skilled Worker visa applicants.

Information on other visa options is available at: <https://www.gov.uk/browse/visas-immigration/work-visas>

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 [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**

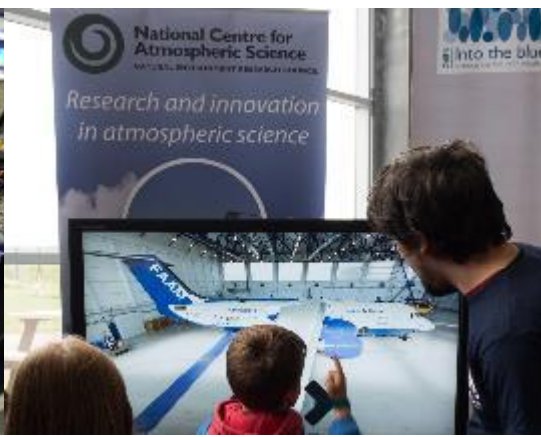
We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and 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 [foehr@leeds.ac.uk](mailto:foehr@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.

