



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Project Planner (Mid-Life Upgrade), FAAM Airborne Laboratory
National Centre for Atmospheric Science, Faculty of Environment**



Salary: Grade 7 (£37,099 – £44,263 p.a. depending on experience)

Reporting to: Ed Andrews, Mid-Life Upgrade Project Manager

Reference: ENVNC1023

Fixed term until 30 June 2026 to complete specific time limited work

Location: FAAM Airborne Laboratory, on the campus of Cranfield University, Bedfordshire

We are open to discussing flexible working arrangements

Overview of the Role

Do you have experience in developing and executing successful multi-faceted projects? Are you a can-do organiser who enjoys the challenge of planning complex engineering and operational activities? Would you like to be at the heart of a team enabling the modernisation of an internationally leading atmospheric airborne 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 unique science instruments, dedicated to supporting the UK atmospheric science community and users of atmospheric science data. The Facility is managed by a 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.

The exciting Mid-Life Upgrade (MLU) Programme aims to deliver a range of upgrades and enhancements to the aircraft, its measurement capabilities and its research impact, extending its useful life to 2040. This plans to meet the ongoing requirements for UK researchers, the Met Office, UK government bodies, commercial organisations and international research bodies.

As the MLU Project Planner, you will take a structured and proactive approach to managing the development and delivery of ongoing and emergent projects to meet the Programme's objectives. For this, you will work closely with the MLU Director, Project Manager, activity leads and external stakeholders to help with planning, scheduling, implementing and reviewing of tasks. This means you'll need to be a great problem-solver, and have excellent organisational, communication and interpersonal skills to enable you interact, engage and negotiate with technical and operational stakeholders.

This is an exciting and truly unique role. You will have the opportunity to fly on and support operations of the 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 in Bedfordshire.



Main duties and responsibilities

- Creating, maintaining, and analysing the Programme plan and individual project schedules in accordance with strategic objectives and management plans;
- Developing, implementing, and maintaining an effective scheduling management system including documenting project scheduling processes and maintaining records;
- Coordinating project timelines with internal teams and external stakeholders to ensure accuracy of project schedules and perform version control for overall configuration management;
- Identifying potential project schedule risks and delays, and facilitating interventions in a timely manner to prevent overrun;
- Tracking, analysing, and reporting up-to-date activity information appropriately to allow the project teams to effectively manage and report on their respective activities against the overall Programme objectives;
- Consulting with project leads and technical experts to establish feasible project plans, including providing reviews, feedback and guidance on the development of effective plans and activities;
- Supporting the identification of project and activity interdependencies that will impact plans and schedules, and provide reporting on management of these dependencies across project teams;
- Providing support to the FAAM Operations Manager and the Operations Team, including support to campaign planning activities and providing alignment of MLU and FAAM schedules.

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 in programme and project planning activities and environments, delivering organisational strategic objectives;
- The ability to understand and process complex technical and engineering tasks as part of an integrated programme of works;
- Knowledge of formal project management methodologies and structures, including the ability to manage risks and issues;



- A high degree of computer literacy including advanced knowledge of the MS Office Suite and a willingness and skill to learn new programs quickly;
- Excellent communication skills, with the demonstrable ability to communicate effectively across a range of stakeholders with great attention to detail;
- The ability to work within a multi-disciplinary team, and lead others in the delivery of complex project tasks as and when required;
- An innovative approach to problem solving and devising novel solutions;
- Self-motivation with the ability to direct your own work, in consultation with colleagues, demonstrating adaptability and flexibility as and when required;
- Willingness to work flexibly from a base at Cranfield, from home and occasionally from the locations of our stakeholders across the UK.

Desirable

- Experience of using formal schedule management tools;
- Experience of working in aviation, engineering or another safety critical environment;
- Knowledge of atmospheric science, meteorology, and/or meteorological instrumentation.

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](#)

Find out more about the [FAAM Airborne Laboratory](#)

NCAS is committed to proactively encouraging an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnic origin, religion or belief, sexual orientation, marital or transgender 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 [Faculty of Environment](#).



Find out more about the [School of Earth and Environment](#).

Find out more about our [Research and associated facilities](#).

Find out more about Equality and Inclusion in the [faculty](#).

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, 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.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@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.

