



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Scientific Training Manager

National Centre for Atmospheric Science



Salary: Grade 7 (£38,205 – £45,585 p.a. depending on experience)

Reporting to: Jacqui Hamilton, NCAS Science Director

Reference: ENVNC1024

Contract: 100% FTE, ongoing

Location: Based at the National Centre for Atmospheric Science Head Office, Fairbairn House, Leeds

We are open to discussing flexible working arrangements

Overview of the Role

Do you have a background in atmospheric science or have science training experience? Are you a highly motivated individual looking for an exciting new challenge? Would you like to play a central role in the development of the next generation of atmospheric scientists? If so, we want to hear from you!

The [National Centre for Atmospheric Science](#) (NCAS) is a world leading research centre, dedicated to the advancement of atmospheric science. Our research falls into three key areas: air pollution, climate and high-impact weather and long-term global changes in our atmosphere. We also provide the UK with state-of-the-art services for observing and modelling the atmosphere. These include a research aircraft, advanced ground-based observational facilities, computer modelling and support, and facilities for storing and analysing data. We play a significant and influential role in many international science programmes and provide advice, leadership, training and national capability in atmospheric science.

NCAS is supported by the Natural Environment Research Council (NERC) and has over 250 members of staff embedded across UK universities and research institutes.

We are seeking to recruit a highly motivated individual to lead our scientific training. You will work with world leading scientists, technical staff and be supported by our operations & events team to develop and deliver world class training to the current and next generation of atmospheric scientists. You will work with our Science Director and Scientific Programme leaders to develop the NCAS Scientific Training strategy in support of the Centre's mission to be a world leading centre for atmospheric science research and will take primary responsibility for the long term operational plans to achieve this strategy.

This will involve the development, management, promotion, coordination, evaluation and reporting on a programme of scientific training activities. You will liaise closely with the NCAS Training Programme Lead and the Scientific Training Group to assess and help develop proposals for new training activities based on need within the atmospheric science community, as well as developing novel ways for the production of educational content and subsequent dissemination. As such you will be required to keep up to date with external developments in education and training.

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



Main duties and responsibilities

- Supporting the Science Director, Scientific Training Programme Lead and Scientific Training Group to develop the strategic approach to NCAS scientific training;
- Developing and implementing long term operational plans that contribute to the delivery of the NCAS scientific training strategy;
- Researching and analysing current and future learning needs of the atmospheric science community, including exploring new markets and novel ways of delivering learning content, in order to develop an innovative and responsive training offer;
- Encouraging and supporting course leaders to enhance existing course content and develop new training opportunities, thereby ensuring the programme remains cutting edge;
- Building a community of NCAS staff who contribute to the design and delivery of training courses, providing a forum for sharing best practice, resources and ideas to support programme development;
- Working with partners, including NERC, NERC centres & other atmospheric science organisations both nationally and internationally, to explore and develop new collaborative training opportunities;
- Developing an effective marketing and advertising plan that promotes the training programme and reaches target audiences, and to monitor its effectiveness. A component of this is to maintain and develop the NCAS training web pages;
- Managing the training programme budget, and supporting the development of funding bids as part of competitive calls;
- Monitoring the performance and evaluating the effectiveness of the scientific training programme, ensuring it offers high quality learning, is widely accessible and responsive to the needs of the atmospheric science community;
- Keeping up to date with good practice in environmental science training, including innovative approaches to curriculum design and delivery, to inform and enhance programme development;
- Ensuring the scientific training programme is accessible, inclusive and is in line with NCAS, funder and host institution environmental sustainability goals.

The role involves attending training, meetings and events and visiting research facilities - nationally and internationally. This will involve consecutive overnight stays and travel outside of normal working hours several times a year.



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.

Skills and experience

Essential

- A background in atmospheric science and/or science training experience;
- Experience of developing and/or delivering scientific training with a creative, imaginative and proactive approach;
- Ability to contribute to the development and implementation of strategic plans within a multidisciplinary setting;
- Ability to collaborate effectively with cross-functional and multidisciplinary teams and build positive working relationships at all levels of the organisation;
- Effective and engaging presentation skills;
- Excellent communication and interpersonal skills, with the ability to build productive networks, work well within a team, and motivate others;
- Excellent organisational and project management skills with the ability to handle numerous projects simultaneously;
- Demonstrable commitment to continuous learning and improvement.

Desirable

- Project management qualification, for example PRINCE 2 or equivalent.



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.

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.

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.

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.

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.

Visa Information

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

