



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Workshop Manager

National Centre for Atmospheric Science, Faculty of Environment



Salary: Grade 7 (£39,355 - £46,735 p.a. according to skills, talent and values)

Reporting to: Gemma Cornish, Operations & Projects Support Manager and Ryan Neely, Associate Professor in Observational Atmospheric Science

Reference: ENVNC1034

Contract: Initially for 2 years – to complete specific time limited work

Location: Based at the National Centre for Atmospheric Science, University of Leeds

Workshop Manager, National Centre for Atmospheric Science, Faculty of Environment

Overview of the Role

Do you have experience managing a physics laboratory, maker space, or similar technical environment? Are you skilled in coordinating resources, optimising space organisation, developing robust safety protocols, and preparing specialised equipment for exciting fieldwork? Would you like to further develop your expertise in a dynamic, friendly, and supportive environment? If so, we would love 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 revolves around four key areas: air pollution, climate and global change, weather science, and digital atmosphere. We also provide the UK with vital services and facilities for observing and modelling the atmosphere. These include the FAAM Airborne Laboratory (operating a highly modified BAE 146 aircraft), the Atmospheric Measurement and Observation Facility (advanced ground-based observational systems such as radars), 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.

The NCAS Atmospheric Workshop at the University of Leeds is a vibrant and innovative maker space supporting internal and external research groups in developing and deploying cutting-edge atmospheric instrumentation for global field campaigns. We seek a motivated Workshop Manager who shares our passion and commitment, ready to take on the exciting challenge of managing this facility and ensuring the safety and effectiveness of its users.

As Workshop Manager, you will be integral to our active and collaborative atmospheric science community. You will shape the evolution of our workshop into a world-class facility dedicated to technological innovation and deployment. Your role will encompass varied and engaging technical and educational projects, collaborating closely with outstanding colleagues across the organisation. We seek someone



friendly, adaptable, and diplomatic, with the initiative to work independently and within diverse teams. To enable this, we also seek someone who can be physically present within the workshop or NCAS offices in Leeds a majority of the time. The role may also afford the opportunity to travel for fieldwork to places as near as the Leeds Farm or as far away as Antarctica.

In this role, you will leverage your specialist knowledge and scientific acumen to carry out and oversee technical and scientific activities. You will analyse and interpret technical information, propose creative solutions, identify opportunities for improvement, and deliver innovative ideas. You will perform established and novel procedures with standard and specialist equipment, ensuring consistency, reliability, and quality across all operations, with safety and ethical standards as top priorities. Working independently on defined projects under senior supervision, you will contribute meaningfully to our mission while fostering the growth and development of others.

Main duties and responsibilities

Service and Support

- Collaborating closely with staff, students, the University's Facilities Management team, Health & Safety Manager, NCAS Director of Scientific Services & Facilities, and NCAS Operations Director to oversee effective operational management of the workshop;
 - Specific responsibilities you will lead on include space management, scheduling and recording inspections, testing and maintenance, ensuring security and housekeeping standards, managing service level agreements, safeguarding staff and visitor health and safety, and maintaining full compliance with both university policies and external regulatory requirements.
- Liaising with staff and students based at Leeds to identify and manage workshop service user requirements across all science/research functions, and to coordinate the delivery of world-class science and engineering;
- Providing project support for various science/research projects using the workshop.

Workshop Development

- Leading comprehensive evaluations of existing facilities, benchmarking against national and international best practices, and actively consulting with users to deliver informed recommendations and strategic guidance to senior



leadership, thereby enhancing the future design of the workshop and its operational effectiveness;

- Developing and implementing a sustainable system to make sure the workshop is well organised and supplied;
- Connecting with local university colleagues working within a range of labs and workshops, building knowledge and understanding of wider Leeds and network facilities; sharing best practice, and identifying areas for reciprocal support or collaboration;
- Managing and monitoring budgets effectively, ensuring cost-efficient procurement of specialist equipment and maintenance of optimal stock levels in line with budgetary responsibilities;
- Working with the Scientific Training Manager to contribute to the science curriculum/NCAS Training programme with respect to hands-on and field skills.

Health and Safety

- Developing, implementing and ensuring compliance with the safety protocols within the workshop;
- Developing induction and training processes to support access and maintain up-to-date records for safety;
- Acting as the main point of contact for Leeds-based NCAS staff and the University of Leeds in operational areas relating to the workshop, such as Health and Safety, and security;
- Contributing as a member of the NCAS Health and Safety Committee and representing NCAS at wider Health and Safety Network meetings on occasion, where required.

Instrument and Facility Development

- Assisting with the development and construction of new instrumentation;
- Developing the use of cutting-edge tools such as 3D printers and scanners.

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

- A degree in Physics, Electrical, or Mechanical Engineering, or equivalent practical experience managing a physics workshop, maker space, or similar technical environment in academic, research, or industrial settings;
- Proven capability in conducting thorough risk assessments, implementing internal and external regulatory requirements (e.g., Control of Major Accident Hazards (COMAH), Good Laboratory Practice (GLP)), and developing, promoting, and enforcing robust safety protocols to ensure workshop safety, particularly enabling safe access for inexperienced users, students, and apprentices;
- A proven track record of collaborating effectively within creative and dynamic team environments;
- Demonstrated experience and success in initiating, planning, executing, and delivering completed projects to deadlines;
- Excellent communication skills, both verbally and in writing;
- Excellent IT proficiency, including expertise with standard office software, as well as experience with Linux operating systems and Python programming.

Desirable

- Practical experience supporting field observations;
- Ability to support scientific instrument development;
- Understanding of income generation approaches through effective collaboration/use of equipment.



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.

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.

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 women, 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



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.

