UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Manager – VERIFY: Out Of Sample Testing For Early Warning Systems Using Past Climate, Faculty of Environment and Social Sciences



Salary: Grade 7 (£41,064 – £48,822 pro rata p.a. depending on experience)

Reporting to: Dr Ruza Ivanovic (Associate Professor in Climatology) and Dr Robin Styles (Head of Energy, Climate Change and Sustainability Team)

Reference: ENVEE1888

Closing date: Sunday 15 November 2026

22.5 hours per week, fixed term from January 2027 for 12 months (maternity cover)

Location: University of Leeds (with scope for hybrid working)

We are open to discussing flexible working arrangements

Project Manager – VERIFY: Out Of Sample Testing For Early Warning Systems Using Past Climate, School of Earth, Environment and Sustainability.

Would you like to be part of an exciting new research project that will verify forecasts of future climate tipping and interface with policy makers? Do you have a background in project management with strong organisational and communication skills needed to support researchers and co-ordinate key activities? Would you like to join a broader team supporting research projects facing Energy, Climate Change and Sustainability?

This role is maternity cover to provide project management and other support to the 'VERIFY: Out Of Sample Testing For Early Warning Systems Using Past Climate' project. As the Project Manager, you will work within a school-based research project support team. Project VERIFY is co-led by the School of Earth and Environment, University of Leeds, and the School of Geography, University College London. You will work closely with leading scientists and early career researchers from 11 research groups across 7 universities in the UK, Belgium and USA, and across ARIA's Forecasting Tipping Points programme more broadly.

The project will produce a step-change in the scientific understanding of ice sheet and ocean tipping, our ability to forecast it, and how this information can be used by policy/decision makers.

As a Project Manager, you will lead on the project management and co-ordination of activities associated with VERIFY, including strategic planning, monitoring and evaluation to ensure that project commitments and deliverables are achieved in a timely manner; reporting on spending, monitoring and reporting progress against objectives; organising and engaging in project meetings and an outreach summer school for school children; coordinating logistics for overseas travel for meetings; liaising with the project team and wider programme partners; overseeing the production of content for the project, and media channels; and supporting the day-to-day project management needs.

You will have the ability to balance priorities, work with limited supervision and deal with complex academic and financial information. You will be extremely organised and have clear project management experience for large and complex projects. Ideally you



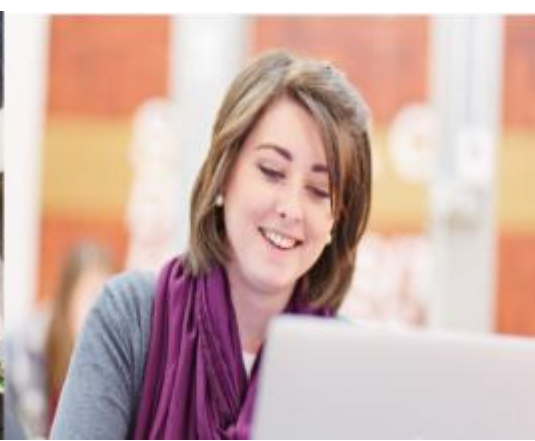


will have experience of providing research support, preferably supporting scientific projects in a Higher Education setting. You will demonstrate excellent team working skills with an ability to work in a cross-disciplinary team, as well as a commitment to excellent collaborative working.

Main duties and responsibilities

- Leading project management co-ordination to implement the project plan, including working with the academic co-leads; monitoring and assisting the efficient and timely delivery of the project outputs; proactively co-ordinating the timely submission of deliverables; managing and coordinating specific tasks and targets to meet project objectives and deadlines and following progress to ensure the project remains on track, including identifying corrective actions;
- Leading on the production of quarterly reports for the funder;
- Coordinating the logistical arrangements for successful implementation of the project with Project Partners, including payments to subcontractors and assisting with visa applications to allow travel;
- Supporting the day-to-day project management needs of the lead academics, including actively participating in project meetings, inputting to decisions and leading on the organisation of future meetings and action points;
- Scoping operational needs of projects, designing and delivering a service that promotes research excellence, equity and inclusion, including co-leading on digital communications, media channels, shared workspaces for data and information sharing, and data archiving of the VERIFY outputs;
- Liaising with other programme projects to ensure common standards;
- Overseeing the production and timely delivery of press releases and policy briefs where relevant;
- Working closely with colleagues in the Faculty Finance Office and the lead academic to monitor budgets and highlighting potential corrective actions where required;
- Coordinating the logistical arrangements for project specific events including project-wide meetings, advisory board and management meetings, summer schools and other training events, including actively contributing to and recording of any follow up actions and tasks arising;
- Undertaking financial administration responsibilities including purchasing equipment, travel and hotel bookings, ensuring invoices and payments are processed in a timely manner and in accordance with University procedures;





- Proactively networking and building strong professional relationships with key interested parties across the programme's community of researchers.
- Working as part of the broader Energy, Climate Change and Sustainability Support team to embed best practice in research project support across the school.

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 coordinating complex projects and events including monitoring evaluation and learning as part of this, or relevant qualifications;
- Excellent team working skills including experience of working in a team environment;
- Excellent organisational skills, with proven ability to manage work programmes and meet deadlines with minimal supervision proactively and independently;
- Excellent verbal and written communication skills in English;
- Good IT skills, including Microsoft Outlook, Word and Excel and internet tools;
- Proven ability to work to high standards, with excellent attention to detail;
- Good numeracy skills.

Desirable

- Experience of working in a cross–disciplinary team, to inform and advise a wide range of people;
- A scientific background in climate, earth sciences, environmental sciences, statistics, computer science, or other physical science;
- Experience of providing research support in Higher Education;
- An understanding of the science-policy interface.

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.





Contact information

To explore the post further or for any queries you may have, please contact:

Dr Ruza Ivanovic, Associate Professor in Climatology
Email: R.Ivanovic@leeds.ac.uk

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 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.

Find out more about the School of Earth and Environment

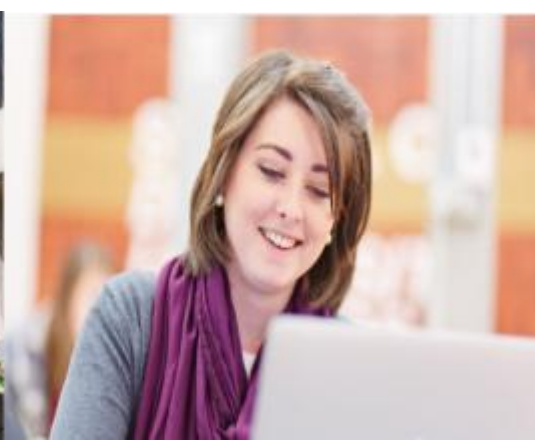
Find out more about the Faculty of Environment

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, 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.

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.

Criminal record information

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.



