



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Programme Manager, National Centre for Atmospheric Science, Faculty of Environment**



**Salary: Grade 8 (£39,992 - £47,722 p.a.)**

**Reference: ENVEE1193**

**Closing date: 2 October 2017**

**Interviews are expected to be held during the w/c 16 October**

**Fixed term for four years (external funding)**

## **Global Challenges Research Fund (GCRF) African-SWIFT Programme Manager, National Centre for Atmospheric Science (NCAS), Faculty of Environment**

**Are you a project manager with significant experience of planning and delivering complex multi-partner projects? Do you thrive on organising inputs from international partners and coordinating the work of colleagues? Are you passionate about playing a leading role in the successful delivery of this Global Challenges Research Fund programme of international development research?**

As the Programme Manager (PM) for Global Challenges Research Fund African Science for Weather Information and Forecasting Techniques ([GCRF African-SWIFT](#)) you will be responsible for leading and overseeing all aspects of the management and successful delivery of the programme. The GCRF African-SWIFT project is a £7.8 million programme of research and capability building funded by Research Councils UK that seeks to develop sustainable African weather forecasting capability to enhance the livelihood of African populations and improve the economies of their countries. By leading a team of managers and administrators, and coordinating researchers distributed among 16 partners across UK, Niger, Senegal, Ghana, Kenya and Nigeria, you will ensure the delivery of all African-SWIFT activities and outputs, policy engagement and research uptake. You will be responsible for financial and personnel management and developing and maintaining effective relationships with funders and collaborative research partners.

You will work closely with the Principal Investigator (PI), Lead Scientist and African Science Programme Director (SPD) on the strategic leadership of the programme. You will also contribute to the intellectual leadership and external representation of GCRF African-SWIFT. If you thrive on managing complex programmes, organising inputs from several international partners and coordinating the work of the PIs, managers and administrators, this is an exciting opportunity for you to make a real difference.

You will have proven management experience including planning and delivering complex multi-partner projects and an understanding of the challenges in managing a developing-world collaborative programme. You will also have excellent organisational and interpersonal skills with the ability to build effective working



relationships with different stakeholders. You will be willing to travel frequently to attend meetings in Africa and elsewhere.

## What does the role entail?

As Programme Manager, your main duties will include:

- As a member of the programme's leadership team, contributing to shaping the vision and strategy for GCRF African-SWIFT;
- Leading and overseeing the operational planning and delivery of all African-SWIFT activities and outputs, policy engagement and research uptake to ensure all agreed GCRF African-SWIFT deliverables are met;
- Representing GCRF African-SWIFT both internally within the programme and externally, deputising for the PI and Lead Scientist;
- Leading and overseeing a team of managers and administrators, and co-ordinating researchers to enable the programme to operate effectively and efficiently;
- Line-managing members of the GCRF African-SWIFT team in Leeds;
- Developing and maintaining effective working relationships with funders and collaborative research partners;
- Ensuring compliance with management policies, procedures and systems, including ethical issues associated with collection of personal data;
- Leading negotiation of deliverables, work plans, budgets and agreements with donors and partner organisations;
- Coordinating reporting and reviews of performance with partner organisations, funders and other stakeholders;
- Coordinating the organisation of whole-project meetings, and other specified meetings;
- Managing all the finances of the project and compliance with the funder;
- Managing the impact assessment and monitoring and evaluation of the programme.

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.



## What will you bring to the role?

As Programme Manager you will have:

- Proven management experience including planning and delivering complex multi-partner projects and/or programmes;
- An understanding of the challenges in managing a developing-world collaborative programme, and evidence of your ability to meet these challenges;
- The intellectual ability and analytical skills to think and act strategically and to deal with complex problems;
- The ability to influence at all levels both internally and externally with experience of representing and negotiating at a senior level;
- Excellent interpersonal and negotiation skills employing tact, discretion and taking into account cultural differences;
- Significant financial management and reporting experience;
- Excellent time management and organisational skills to enable you to meet competing deadlines;
- The ability to work both independently on your own initiative and as part of a multi-partner team;
- Fluency in English, and excellent oral and written communication skills;
- Excellent numeracy skills with the ability to produce quantitative analytical reports and proposals;
- Experience of working under pressure, and of dealing calmly with challenging situations;
- Demonstrable ability to effectively manage and motivate staff;
- Willingness to travel frequently to meetings in Africa and elsewhere.

You may also have:

- A track record in research management including leading multi-disciplinary teams;
- Experience of managing development programmes and/or academic programmes;
- A recognised project management qualification (e.g. PRINCE 2 or equivalent);
- French language skills.



## 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:

**Professor Doug Parker, GCRF African-SWIFT Lead Scientist**

Tel: +44(0) 113 343 6739

Email: [d.j.parker@leeds.ac.uk](mailto:d.j.parker@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Environment](#).

Find out more about [Athena Swan](#) in the Faculty.

Find out more about [NCAS](#) and our [School](#).

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

## Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area on 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 [disclosure@leeds.ac.uk](mailto:disclosure@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.

