

## **SECONDMENT OPPORTUNITY**

**Role: Director of the International CLIVAR Project Office (ICPO)**

**Base: National Oceanography Centre - Southampton**

**Start date: 1 August 2012 (negotiable)**

An exciting opportunity has arisen for a secondment with the World Climate Research Programme (WCRP) and the UK's National Oceanography Centre (NOC) for the position of Director of the International CLIVAR Project Office (ICPO), located at NOC's Southampton headquarters. The secondment period will be until 31 March 2014.

The Climate Variability and Predictability (CLIVAR) project is one of four core projects of the WCRP. CLIVAR coordinates and facilitates national and international activities that contribute to our understanding and prediction of climate variability and change on seasonal, decadal and centennial timescales.

You will take a leading role in the implementation and coordination of CLIVAR activities under the general guidance of the CLIVAR Scientific Steering Group. Having lead responsibility for CLIVAR, you will direct the implementation of the plans and activities of each of the project elements of CLIVAR in support of the overall mission and strategy of WCRP.

You will maintain active links between CLIVAR and the wider science community that requires inspiring and organizing scientific meetings, workshops and conferences to ensure the timely flow of information on CLIVAR. You will have direct management of the Project Office staff, budgets, and operations. You will also undertake work in maintaining and developing its funding base.

The role would be an excellent opportunity for those wanting to increase their knowledge of the working in climate-science and develop a career in senior management.

You will have a PhD or equivalent experience in a relevant field. A proven ability in science management including obtaining external funding is essential. You should have demonstrated the ability to organize, manage and coordinate interdisciplinary and international science activities and initiate and sustain international cooperation.

This post will be funded by the Natural Environment Research Council and graded to a NERC Band 3 with a salary range of £47,630 to £60,420 per annum. An agreement would be entered with the successful applicant's current employer concerning specific terms for the secondment.

Alternative locations may be considered for the Director but there would need to be frequent travel to Southampton to be part of the team. The role will include periods of travel both within the UK and internationally.

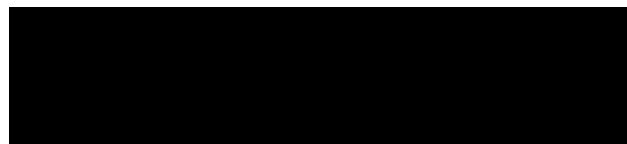
**Further details concerning the role can be found in the attached further particulars, for an informal discussion, please contact Sarah Buckley on 00 44 (0) 2380 59 6134.**

You can apply by sending a CV and a cover letter (including salary information and indication of your availability) by emailing [askhr@noc.ac.uk](mailto:askhr@noc.ac.uk) or alternatively by post to: HR Department, National Oceanography Centre, Waterfront Campus, European Way, Southampton, Hampshire, SO14 3ZH.

**Closing date: 14 June 2012**

Further information on CLIVAR can be found at <http://www.clivar.org/>

## Job Description and Person Specification



Job Description	
<b>Department / Division:</b>	International and Strategic Partnerships office (ISPO), National Oceanography Centre, Southampton
<b>Post Title:</b>	Director, International Climate Variability and Predictability (CLIVAR) Project Office (ICPO)
<b>Grade:</b>	NERC Band 3
<b>Posts Responsible to (and Level):</b>	Head of ISPO and Director, World Climate Research Programme
<b>Posts Responsible for (and Level):</b>	NERC Bands 6 (two); NERC Band 8 (one) plus 2.5 full time external contractors funded by US CLIVAR office and others as may be seconded internationally to the ICPO from time to time.
<b>Job Purpose:</b>	
<p>The primary function of the Director, ICPO is provide scientific guidance and programmatic leadership to ensure, that the ICPO provides an effective executive arm of the CLIVAR Scientific Steering Group (SSG) and its panels and working groups and contributes to meeting the overall mission and strategy of the World Climate Research Programme (WCRP).</p>	
<b>Key Accountabilities/Primary Responsibilities (6-10 bullet points maximum)</b>	<b>% Time</b>
<ol style="list-style-type: none"> <li>1. Be responsible for maintaining adequate funding for the ICPO through appropriate resource mobilization.</li> <li>2. Be responsible for the management of the Project Office staff, budget and operations, in accordance with the procedures laid out by the hosting institution and those of contributing agencies or organizations.</li> <li>3. Oversee and manage the implementation of the plans and activities of each of the project elements of CLIVAR as determined by the CLIVAR SSG and its' expert panels and working groups.</li> <li>4. Support the CLIVAR SSG and its Panels and Working Groups by organizing meetings, workshops and scientific conferences and implementing SSG decisions.</li> <li>5. Ensure that CLIVAR develops as an effective component of the WCRP, coordinating with its evolving priorities and contributing effectively both to its Strategic Plan 2005-15 and related implementation activities and as a player in the wider field of global change research.</li> <li>6. Maintain effective links between CLIVAR as an international project and the wider community that contributes to and benefits from CLIVAR research; encourage and promote the application of CLIVAR research to wider societal benefit.</li> <li>7. Ensure the timely flow of pertinent information to CLIVAR participants and relevant international scientific bodies, representing CLIVAR in various international forums and promoting CLIVAR objectives in the broader science community. In particular publish a regular project newsletter; maintain a CLIVAR web site and produce publicity material as appropriate.</li> </ol>	<p>1 &amp; 2: 40%</p> <p>3, 4 &amp; 5: 40%</p> <p>10%</p> <p>10%</p>

## **Internal & External Relationships: (nature & purpose of relationships)**

### **External**

- Direct responsibility to the Director of WCRP and the CLIVAR SSG for programmatic management to progress CLIVAR's coordinating and facilitating role, interacting with the CLIVAR SSG, its Panels and Working Groups and the Joint Planning Staff for WCRP, all under the general direction of the Joint Scientific Committee for WCRP.
- Interact with the wider international community on CLIVAR issues.
- Interact with sponsors/funders of the ICPO to raise funding and meet specific provisions of the support.

### **Internal:**

- Direct responsibility to the Head of ISPO on matters of direct relevance to ISPO and NOC.
- Interact with, direct and be responsible for the staff of the ICPO.
- Interaction with NOC scientists on CLIVAR-relevant issues.

### **Special Requirements:**

- To be willing to undertake short periods of international travel. In particular to organise and attend international meetings on behalf of CLIVAR in various parts of the world.
- All staff are expected to:
  - Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the NERC Equal Opportunities policy;
  - Help maintain a safe working environment by:
    - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand;
    - Following local codes of safe working practices
  - Ensure that their actions conform with the overall environmental aims of the Centre and minimise their environmental impact
  - Undertake such other duties within the scope of the post as may be requested by your Manager.
  - Comply with the NERC Core Expectations

This job description reflects the core activities of the post, as the Centre and the post-holder develops there will inevitably be some changes in the emphasis to the duties of the post. NERC expects that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training where necessary. Should significant changes to the job description become necessary, the post-holder will be consulted and the changes reflected in a revised job description

<b>Person Specification</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to be assessed</b>
<p><b>Qualifications, Knowledge and Experience:</b></p> <p>Ph.D. or equivalent work related experience in a relevant field.</p> <p>Considerable experience of working in climate science.</p> <p>Internationally known and respected.</p> <p>Demonstrated ability to win external funding.</p> <p>Proven record of science management.</p> <p>Knowledge of national and international organizational structures in the climate sciences.</p> <p>Previous experience in management of international projects and of international programmes.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application / Interview</p>
<p><b>Planning and Organising:</b></p> <p>Demonstrated ability to conceive, organize and manage interdisciplinary and international science activities and initiate and sustain international cooperation</p>	<p>✓</p>		<p>Application / Interview</p>
<p><b>Problem Solving and Initiative:</b></p> <p>Must be able to tackle problems across a range of climate science and seek solutions acceptable to the international science community</p>	<p>✓</p>		<p>Application / Interview</p>
<p><b>Management and Teamwork:</b></p> <p>Clear ability to work with others. Must be a team player who enjoys working with people and getting the best out of them, at the same time providing clear leadership.</p>	<p>✓</p>		<p>Application / Interview</p>
<p><b>Communicating and Influencing:</b></p> <p>Excellent written and oral communication skills in English.</p> <p>Must be able to communicate ideas and influence in a manner that enables agreement/consensus amongst the international science community.</p>	<p>✓</p> <p>✓</p>		<p>Application / Interview</p>

<b>Other Skills and Behaviours:</b> Ability to represent CLIVAR on the international stage.	✓		Interview
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