

Lead our team...

Director of Corporate Services

British Antarctic Survey

Salary around £70k pa

British Antarctic Survey (BAS) is seeking a high-performing [Director of Corporate Services](#). The post-holder will be responsible for leading a range of corporate services that support the BAS [Vision and Mission](#). As a member of the Executive Leadership team, the successful candidate will have a proven track-record in leading and directing corporate functions including Finance and HR. An important aspect of the role will be to ensure that corporate and governance functions support effective and efficient business transition during a period of organisational change.

BAS is a component of [NERC](#) (Natural Environment Research Council) the UK's leading public funder of environmental science. NERC invests £330 million each year in cutting-edge research, postgraduate training and innovation in universities and research centres such as British Antarctic Survey. NERC is part of UK Research and Innovation ([UKRI](#)).

BAS delivers and enables world-leading interdisciplinary research in the Polar Regions. Its skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth and our impact on it. Through our extensive logistic capability and know-how we facilitate access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure, help sustain a world-leading position for the UK in Antarctic affairs. The UK is one of over thirty countries operating scientific research facilities in Antarctica.

BAS Vision and Mission, together with its internationally recognised scientific research, supports NERC's [strategic goals](#)

About British Antarctic Survey

[British Antarctic Survey](#) (BAS) delivers and enables world-leading interdisciplinary research in the Polar Regions. Its skilled science and support staff based in Cambridge, Antarctica and the Arctic, work together to deliver research that uses the Polar Regions to advance our understanding of Earth as a sustainable planet. Through its extensive logistic capability and know how BAS facilitates access for the British and international science community to the UK polar research operation. Numerous national and international collaborations, combined with an excellent infrastructure help sustain a world leading position for the UK in Antarctic affairs. British Antarctic Survey is a component of the [Natural Environment Research Council \(NERC\)](#). NERC is part of UK Research and Innovation www.ukri.org

Our strategy

The Polar Regions may be at the ends of the Earth but what happens there affects us all. Understanding how the Earth works, and in particular how it is responding to ever-increasing human pressures, is one of science's greatest challenges.

Our scientific research programme, Polar Science for Planet Earth, sets the strategic direction for British Antarctic Survey, demonstrates our commitment to partnership and promotes our Vision and Mission to deliver excellence, impact and leadership in science.

Our people

Our people are fundamental to BAS achieving its ambition to deliver world class, innovative science within the international Polar community and maintain our national and international reputation for scientific, operational and engineering excellence. We aim is to ensure that we continue to deliver professional and enabling Human Resources services that are aligned with BAS scientific and operational strategic priorities.

BAS employs over 500 staff, and supports three stations in the Antarctic, at Rothera, Halley and Signy, and two stations on South Georgia, at King Edward Point and Bird Island. The Antarctic operations and science programmes are executed and managed from Cambridge, and rely on a wide-ranging team of professional staff.

Our funding

The BAS annual budget is around £50 million. The majority of this funding comes from NERC (Natural Environment Research Council) the leading funder of independent research, training and innovation in environmental science in the UK. NERC is one of [seven Research Councils](#), operating under the [Department of Business, Energy and Industrial Strategy](#). NERC's activities and funding decisions are independent of government. British Antarctic Survey's accounts are published in the [NERC Annual Report and Accounts](#).

Our operations

BAS is the focal point for UK Antarctic research and operations. Our strategic aim is to provide and operate world-leading research infrastructure that enables scientists from the UK, and colleagues from many nations, to work safely and effectively in the polar regions. A key goal is to be recognised nationally and internationally as a partner of choice for polar operational expertise wherever it can be applied.

For further information about BAS, please visit the [BAS website](#).

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About the role

The Director of Corporate Services is one of four directors who report to the Director of British Antarctic Survey, Professor Dame Jane Francis. This senior leadership role contributes significantly to the realisation of BAS ambitions, vision and mission.

A major Government investment to [modernise UK Antarctic infrastructure](#), involves the commission of a [new polar research ship](#) and new or upgraded Antarctic facilities. This modernisation programme will transform how British Antarctic Survey enables and supports frontier science. As part of this transformation, BAS will implement a number of change-management initiatives. The Director of Corporate Services will have an important role to play in ensuring that business transformation is smooth and efficient.

This post is based at the BAS headquarters in Cambridge but will require periodic travel to the Antarctic and occasionally elsewhere.

This will be a post graded at UKRI Band G level and filled on an open-ended basis.

Find out how to apply for this post.

The Job Description

Primary functional responsibility

To provide visionary and effective leadership to the Corporate Services teams and Influence, during a period of change, the scope and scale of Corporate Services functions.

The post holder will be a key member of the BAS Executive Team and will be expected to provide strategic leadership and management across the Corporate Services functional areas while working collectively in supporting the delivery of the BAS mission with other Directors.

Responsibilities

Strategic leadership and management across BAS Corporate Services functional areas, ensuring the provision of high quality support;

To lead and manage multiple expert teams, combining best practice with an understanding of the value of employee engagement;

Representing NERC and BAS in appropriate international and national forums. The post holder will play an important role in representing BAS/NERC at those forums which are not primarily scientific in nature and/or which do not require the presence of the BAS Director;

Ensuring that Corporate Services staff are effectively managed and deliver maximum effectiveness and efficiency;

Development of a clear financial and commercial strategy with an emphasis on achieving the best outcomes from available funding, for seeking enhanced collaboration, and for sound budgetary management.

Interactions

Whilst a key element of this role is leading activities which fall within the Corporate Services function, integrating these with BAS and our other polar science activity is a crucial part of this role and will involve close working with the Director BAS and the Directors of Science, Operations and Innovations & Impact. The post holder will work with the Directors:

- to ensure that activities which cut across their areas of responsibility are appropriately managed to deliver the maximum benefits for UK polar science;
- to ensure that enhanced collaboration leads to more efficient working and the best return to the taxpayer for its investment in BAS.

Reporting relationship

The Director of Corporate Services will report to Director, BAS. They will work as one of the four person BAS senior management team (BAS Director, Director of Science, Director of Innovations & Impact, Director of Operations).

The Person

STANDING

- You will have a proven track record of leading complex Corporate Services functions and sufficient credibility to operate effectively at a senior leadership level within BAS, NERC and UKRI;
- You will be a convincing representative of the Director of BAS at senior level external meetings, particularly those of a non-scientific nature.
- You will be qualified to degree level in a Business discipline, or demonstrate significant equivalent experience. Qualifications in financial management and/or project management are desirable, as is professional membership of a relevant business institution.
- Experience of working in a leadership role in the public sector, an academic or a research organisation would be beneficial.

STRATEGY

- Able to develop a convincing strategic vision for Corporate Services activities that reflects the needs of all stakeholders and is clearly aligned to NERC objectives;
- Has a commitment to effective operational support for the benefit of science;
- Understands and can promote effective stakeholder engagement;
- Able to think and contribute strategically in a wider context as part of the BAS leadership team.

LEADERSHIP

- Works highly effectively as part of a team;
- Capable of showing leadership across all areas of BAS activity, even those not within direct control;
- Total commitment to good health and safety practices;
- Resolves conflict;
- Able to deputise for the BAS Director as required.

MANAGEMENT

- Able to provide leadership to staff at all levels, including professionals/specialists;
- Open-minded, receptive to new ideas;
- Someone who involves and encourages others;
- A champion for effective change management;
- Will develop the next generation of staff, recognizing the need for continuity of experience in critical operational areas;
- Promotes the need to get best value from the available budget;
- Able to lead corporate governance, propriety and provide quality assurance for prudent budgetary management.

NETWORKING

- You will be expected to build positive and effective working relationships with staff and stakeholders across BAS including: leadership and senior management teams, science and operational teams, corporate partner and programme leads
- Have and be able to develop strong business networks throughout our diverse range of stakeholder communities;
- Will develop strong and mutually beneficial relationships with both NERC and UKRI;
- Understand clearly the importance of effective stakeholder engagement and will promote this.

INTERPERSONAL SKILLS

- Ability to motivate self and the wider team and to prioritise and act decisively
- Proactive not reactive;
- Able to engage with a wide range of audiences
- Strong analytical, information and problem solving skills
- Communicates orally in a clear, fluent, concise and appropriate way, which holds people's attention both in groups and in one-to-one situations
- Makes firm and well-considered decisions about ideas and courses of action within delegated limits.
- Displays assertiveness and independence of thought and action without overstepping agreed boundaries
- Excellent facilitation and negotiation skills and experience of consensus building
- High standards of integrity, honesty and professionalism
- Able to produce written reports and documents that are strategic, compelling, well-thought through and convincing

How to apply

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To apply for this post you will need to complete an application form and provide an up-to-date CV and a cover letter articulating what you will bring to this role.

To download an application form and for further information on the role, please visit

<https://www.bas.ac.uk/jobs/vacancies/>

Please email your completed form and CV/Letter to employment@bas.ac.uk quoting the ref number BAS 85/18

The closing date for applications is close of play: **28th October 2018**

Interviews will be in two stages and held in Cambridge on: 7th November and 15th November 2018.

The Disability Confidence Scheme

UK Research and Innovation and all its component centres / surveys / institutes and units are pleased to be able to confirm their commitment to equality of opportunity for people with disabilities through our involvement in the Disability Confidence Scheme.

The scheme exists to encourage people with disabilities to apply for the full range of jobs on offer and for employers to be able to select the best person for the job from a wider, more diverse, range of applicants.

If you have a disability, this means that we guarantee to invite you to interview if you meet the essential specified requirements of the job. This does not mean that we invite applicants with disabilities to interview solely because of their disability nor does it mean that applicants without disabilities will be in any way disadvantaged.

What this means for you is that if you are interested in the job and think you have the right skills, whether you have a disability or not, then we want to hear from you. We do not operate quota systems on the people we appoint; if you are the best person for the job, then you will be offered it.