

## SCAR Executive Director Advertisement



### Job Details

Job title	Executive Director
Job reference	SCAR 2017/1611ED
Date posted	24 October 2017
Application closing date	29 November 2017
Location	Cambridge
Salary	The starting salary will be from £57,764 up to £73,015 (ED Band) depending on qualifications and experience.
Package	Flexible working, pension scheme, generous holiday allowances
Job category/type	Professional
Job Description	Scientific Committee on Antarctic Research

Formed in 1958, the Scientific Committee on Antarctic Research (SCAR) is an interdisciplinary body of the International Council for Science (ICSU), and currently includes 43 member countries and 9 ICSU unions. SCAR is a Company limited by Guarantee and registered as a Charity in the United Kingdom. The Directors of the Charity are a President, Vice-Presidents and Immediate Past President.

SCAR's vision is to be an engaged, active, forward-looking organization that promotes, facilitates, and delivers scientific excellence and evidence-based policy advice on globally significant issues in, from and about Antarctica. This is a crucial and

exciting time for SCAR as the role of the Antarctic and Southern Ocean in the Earth System, and the importance of understanding and conserving Antarctic systems, gather momentum on the international scientific and geopolitical stages.

SCAR has established a Secretariat in Cambridge, U.K., staffed by an Executive Director and appropriate staff, responsible to the Directors.

#### The role

We are seeking to appoint an Executive Director who has the vision and demonstrable track record and leadership/management skills to help deliver SCAR's success and shape the implementation of SCAR's Strategic Plan. The Executive Director is also responsible for the day-to-day management of the SCAR Secretariat. The post will support the implementation of the SCAR Strategic Plan, take responsibility for day-to-day management of the SCAR Secretariat, administer the organisation's finances and service the SCAR Executive Committee and Delegates with duties as assigned by them. The post will play a leading role in the development of SCAR through its key activities of facilitation of science and the provision of evidence-based advice in, from and about the Antarctic and Southern Ocean.

#### Key criteria

Applicants are welcome from any area of research or research leadership/management currently represented in the Antarctic and/or Southern Ocean. Applicants will have a PhD degree in a scientific discipline relevant to research in the Antarctic or the Southern Ocean; an established track record as a leader/manager of international scientific activities; extensive experience in international scientific research and collaboration; excellent communication and organizational skills; a high level of computer literacy and proficiency in English; a thorough understanding of the institutional management skills required both in small office and in international policy settings; and a thorough understanding of the requirements of staff leadership, management and development. The post holder will demonstrate that they are already on a trajectory as a leader of science organisations and therefore have the clear potential to further SCAR's vision. Previous experience in establishing and directing an international science organisation would be a major asset, as well as success in international fund-raising. Applicants will be required to undertake significant overseas travel and must be able to do so.

The successful candidate is expected to assume the post as soon as possible after the interview (to be held in January or February 2018).

What we can offer you

- A dynamic, international research facilitation setting in one of the most crucial areas of Earth System Science
- Unparalleled opportunities to facilitate the activities of Antarctic scientists and their colleagues across the globe
- Excellent prospects for contributing to evidence-based decision making about science, science policy and conservation policy in the Antarctic and Southern Ocean through the Antarctic Treaty System
- Opportunities to interact with several organisations of the United Nations and with NGOs and industry bodies with interests in or about the Antarctic and Southern Ocean
- A beautiful and historic office setting at Scott Polar Research Institute in the heart of Cambridge

**Please ensure you read the Job Description and Person Specification (on [www.scar.org](http://www.scar.org)) for full details of the role and for application requirements.**

Informal enquiries can be made to the SCAR President Prof Steven Chown at [steven.chown@monash.edu](mailto:steven.chown@monash.edu) or to the SCAR Vice-President (Administration) Prof Terry Wilson at [wilson.43osu@gmail.com](mailto:wilson.43osu@gmail.com)

## SCAR Executive Director Job Description and Person Specification



### The POST

Service Area:	SCAR Secretariat
Post:	Executive Director
Reference No.:	SCAR 2017/1611ED
Band:	Executive Director (£57,764 up to £73,015)
Reporting to:	The SCAR President and Executive Committee, and ultimately to the SCAR Delegates
Responsible for:	Implementation of the SCAR Strategic Plan and Management of the SCAR Secretariat

### **Summary of post**

The post will support the implementation of the SCAR Strategic Plan, take responsibility for day-to-day management of the SCAR Secretariat, administer the organisation's finances and service the SCAR Executive Committee and Delegates with duties as assigned by them. The post will play a leading role in the development of SCAR through its key activities of facilitation of science and the provision of evidence-based advice in, from and about the Antarctic and Southern Ocean. The post holder will have a PhD degree in a scientific discipline relevant to research in the Antarctic or the Southern Ocean, an established track record as a leader/manager of international scientific activities, extensive experience in international scientific research and collaboration, excellent communication and organizational skills, a high level of computer literacy, and proficiency in English. The post holder will demonstrate that they are already on a trajectory as a leader of science organisations and therefore have the clear potential to further SCAR's vision.

## **MAIN DUTIES**

### **Strategic**

1. Support the President, Executive Committee and Delegates with the implementation of the Strategic Plan.
2. Make recommendations to the Executive Committee and Meetings of Delegates about changes to strategy if required.
3. Support the President, Executive Committee and Delegates with the development of new strategic plans.
4. Advise SCAR Groups during the development of new Science Research Programs.

### **Science facilitation and coordination**

1. Work with SCAR groups to achieve appropriate scientific and organizational goals in line with SCAR's Vision.
2. Improve current and develop new effective links between SCAR and other relevant international research activities with a polar interest.
3. Ensure and grow effective communication among SCAR groups, Members and Delegates.
4. Improve communication between SCAR and other international science or science-based organisations, including ICSU.
5. Service meetings of SCAR groups as directed by the Directors.

### **Provision of advice to international organisations**

1. Maintain strong links with Antarctic Treaty System bodies and the international policy community.
2. Represent SCAR at meetings of these bodies as directed by the Directors.
3. Enhance communication between SCAR and international policy bodies including those of the Antarctic Treaty System and the United Nations.
4. Provide support to SCAR's advisory group in the lead up to and during Antarctic Treaty and CCAMLR meetings.

### **SCAR Secretariat**

1. Manage the SCAR Secretariat efficiently and effectively, delegating tasks as appropriate.
2. Act as line manager for matters relating to the employment of Secretariat staff and ensure the work is allocated fairly, according to skills and capacity.
3. Take overall responsibility for the organisation and deployment of resources within the Secretariat as approved by the Delegates.
4. Prepare budgets and administer SCAR's finances, including the provision of quarterly financial reports to the Directors and SCAR Group Chief Officers.
5. Attend and service meetings of the Directors and meetings of the Delegates.
6. Poll National Committees regarding attendance of their members at scheduled Science Meetings and at the Meetings of Delegates.
7. Assist with raising additional funding for SCAR's activities.

8. Implement Secretariat duties as reasonably requested by the Directors or by the Meeting of Delegates.
9. Undertake extensive international and domestic travel to service SCAR duties. Air travel for SCAR is by default in economy class. Single periods away can be for 1-6 weeks, and multiple such periods can be required in any single year.

#### **PERSON SPECIFICATION (KEY CRITERIA)**

1. Possess a PhD degree in a scientific discipline relevant to research in the Antarctic or the Southern Ocean.
2. Have an established track record as a leader/manager of international scientific activities.
3. Possess extensive experience in international scientific research and collaboration.
4. Have a thorough understanding of the institutional management skills required both in small office and in international policy settings.
5. Possess a thorough understanding of the requirements of staff leadership, management and development.
6. Have excellent communication and organizational skills.
7. Possess a high level of computer literacy.
8. Have considerable proficiency in written and spoken English.
9. Be capable of and prepared to undertake extensive international and domestic travel.
10. Previous experience in establishing and directing an international science organisation would be a major asset, as well as success in international fund-raising.

#### **APPLICATION REQUIREMENTS**

Applicants must submit, by the closing date, the following documents in full, by e-mail, to the SCAR Secretariat, e-mail: [info@scar.org](mailto:info@scar.org).

1. A comprehensive *curriculum vitae* including the names and full contact details of at least three referees.
2. A covering letter explicitly addressing each of the key criteria.
3. A one to two page statement of the candidate's vision for the role.
4. Proof of eligibility to work in the UK or a statement indicating that application for a work visa will be made.