

Job Title: Personal Assistant to NCEO Executive Director
Grade: 5
Salary: £26,707 to £31,236 per annum
Department: National Centre for Earth Observation (NCEO)
Hours/Contract: Full-time or job share considered and fixed-term until 31 December 2026
 (The role is advertised until December 2026 but it is fully expected to extend the contract as further research funding is confirmed).
Reference: 11705

Role Purpose

The National Centre for Earth Observation (NCEO) is looking for a Personal Assistant to provide secretariat and administrative support to the NCEO Executive Director. The Director leads a national, cross-University, research council-funded Centre specialising in observations of the Earth from satellites in space. There is also close working with government and industry.

The postholder will provide close support to the Director by organising diary appointments, dealing with enquiries, supporting the Director in his tasks, receiving visitors, arranging meetings and making travel arrangements. Liaison with other NCEO staff (see below) and with key external stakeholders will be an important part of the job. The postholder will manage the Director's complex and dynamic diary along with supporting the Director to complete his many actions. The postholder will provide a professional, discrete and confidential, secretarial and administrative service which enables the Director's role to be carried out efficiently and with very good relationships with colleagues and contacts.

The NCEO is a research centre of the Natural Environment Research Council (NERC), part of United Kingdom Research and Innovation (UKRI) which is the premier funder for UK scientists and innovators. NCEO is an internationally leading, distributed organisation with over 130 scientists from key UK universities and research institutes, led by Professor John Remedios (University of Leicester). With an annual income of more than £10 million per year, NCEO is dedicated to work on the most pressing challenges of environmental science, including climate, exploiting its scientific leadership of the latest satellites observing the Earth.

The role sits alongside other NCEO support staff and in close collaboration with support staff in the Earth Observation Science (EOS) and Space Park Leicester who are also part of the School of Physics and Astronomy in the College of Science and Engineering.

Main Duties and Responsibilities

- Diary and meeting arrangements
 - Manage the Outlook diary of the NCEO Director to ensure time is allocated for specific designated priorities, diary clashes identified and resolved and urgent requests met or resolved.
 - Arrange internal and external meetings on behalf of the NCEO Director, pro-actively working with attendees to understand requirements, organise bookings, and where appropriate to make available agendas or documents.
 - Respond to requests from the University, NCEO colleagues and wider networks on behalf of the NCEO Director, logging and supporting tasks.
 - Re-direct requests for information to appropriate staff in NCEO





- Participate in appropriate meetings to understand and report back on priorities for the Director, items for attention, and priorities for work.
- Administration activities
 - Organise and arrange away-days, seminars, workshops and interview panels on behalf of the NCEO Director.
 - Book travel arrangements and complete expense forms for the NCEO Director and for other NCEO staff as needed.
 - Log staff travel arrangements including risk assessments for NCEO staff at the University of Leicester, working with other NCEO and Earth Observation Science staff.
 - Support NCEO Leicester staff personnel files, monitor sickness and holiday leave records for the Director.
 - Organise and arrange away-days, seminars, workshops and interview panels on behalf of the NCEO Director.
 - Organise temporary contracts for casual employees.
 - Book parking, catering and rooms for visitors to NCEO at Space Park Leicester.
 - Be a first point of contact for visitors and enquirers to NCEO at Leicester.
- Offer general admin support to the Earth Observation Science group and the NCEO Operations Director, when required working with other EOS staff.

Internal and External Relationships

Daily interactions with the NCEO Executive Director.

Regular interactions with the NCEO Operations and scientific directors, NCEO senior managers, support team and scientists. Includes weekly meetings with the NCEO Operations Director.

Work with staff from the University of Leicester to fulfil the travel, staffing and administrative aspects of this role and to liaise on behalf of the Director.

Ad hoc calls and emails with key external stakeholders and collaborators for NCEO including staff from NERC, space agencies and government.

Working within the NCEO Support Team to capture activities involving the Director, advise on Director availability, and support the work of the team.

Participate in meetings where appropriate to understand priorities for the Director, items for attention, priority for work.

Planning and Organising

The post-holder will be required to effectively manage their time to deliver on the priorities of the post as agreed with Professor Remedios.

The post-holder must be well-organised and have very good attention to detail. They must be able to proceed logically through a set of procedures and articulate them. They should be able to plan





in advance to schedule interactions and adjust with agility according to the needs of the day. They will have high levels of organisational skills and be able to learn to use IT to support this aim.

The post-holder should be able to maintain a detailed task list, support their completion to time and be able to provide appropriate assistance to colleagues, collaborators and enquirers for NCEO.

Qualifications, Knowledge and Experience

Essential

- Educated to at least A level, ONC or NVQ level 3. *
- Experience of providing personal, executive, or administrative support to senior organisational leader. *
- Experience of using initiative and judgement to resolve problems independently.
- Knowledge of Data Protection and an ability to deal with confidential issues in a sensitive manner.
- Administration experience for a variety of people with the ability to work under pressure.*
- Experience of planning and organising travel arrangements. *

Desirable

- Experience of planning activities and schedules. *
- Experience of using IT packages such as Outlook and shared documents to organise work.

Skills, Abilities and Competencies

Essential

- Excellent people skills, with experience of responding efficiently and effectively to all types of enquiries and requests. *
- Highly organised with the ability to complete tasks promptly, manage multiple appointments and ensure attention to detail.*
- Ability to understand regulations and policies and interpret this into appropriate advice and guidance.
- Excellent IT skills and knowledge including use of Microsoft Office package, in particular Outlook and Word.*
- Effective communication skills, both written and verbal, and ability to communicate with staff and students at all levels.*
- Self-motivated, with ability to generate own work and work on own initiative.
- Confident and professional manner and ability to act with discretion and diplomacy

Desirable

- Very good attention to detail
- Ability to work independently and also as part of a broader team

****Criteria to be used in shortlisting candidates for interview***



Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required. Similarly, NCEO may have task or activities it requires support on at particular times and to which the postholder could be expected to contribute

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high-quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

