

Job Title: Centre for Earth Observation Instrumentation Programme Manager

Grade: 7

Salary: £39,355 to £45,413 per annum

Department: Physics and Astronomy

Hours/Contract: Part-time, 0.6 FTE (22.5 hours per week) till 31 March 2026

Job Family: Management and Administration

Reference: 11899

Role Purpose

To provide programme management, dealing with a specific contract portfolio in respect of the UKSA Centre for Earth Observation Instrumentation Programme (CEOI – see to ceoi.ac.uk for more details). Providing support with a high level of customer service developing and maintaining positive client relationships with UKSA and the CEOI Management Team. Under the direction of the CEOI Director (Nicolas Leveque), and Principal Investigator (UoL Lead Dr Josh Vande hey) in collaboration with the UoL Contracts Officers within the Post Award Finance team and the Accounts Payable Team in central finance

Main Duties and Responsibilities

Analysis, Reporting and Documentation

- Creating, implementing and reviewing the standard CEOI grant agreement (with relevant terms and conditions) for a range of CEOI funding schemes for the development of earth observation technology. Prepare drafts for outgoing grant contracts, placing them on Worktribe for the pre-award contracts team to execute.
- Handle all objections to CEOI grant contract terms and conditions. Providing timely advice and explanations for the uses of terms and clauses and escalating queries to the contracts managers and the UKSA commercial team where appropriate
- Conduct due diligence and trusted research activities on all potential CEOI funding call applicants and escalating concerns to the RED trusted research team.
- Prepare analyse and generate monthly reporting data on contractual activity for leadership team. Reporting will be both regular and ad-hoc to the director(s) and will require the post holder to identify how to obtain relevant information and to undertake analysis of the information and provide relevant reports.

Customer Service and Support

- Review and give advice on incoming grant agreement change requests (Contract Change Notices) provided by grant recipients and resolve such issues with a level of autonomy and accountability.
- Working alongside UoL Contracts team negotiate terms, identify and resolve issues as required. for both outgoing and incoming contracts
- To contribute to, undertake other activities in support of the remit of the CEOI which may include activities relating to service provision.





- Deliver the organisation of the annual CEOI Conference at the direction of the CEOI Management Team
- Updating CEOI webpages through the University of Leicester portal (training will be provided).

Planning and organising

- Undertake all contract administration both pre- and post-award ensuring all financial and procedural requirements are met.
- Under the guidance of the Contracts Manager in Research Enterprise Division, sign off on Grant funding agreements.
- Provide contributions and specialist advice to the CEOI Added Value Programme in collaboration with the CEOI team and third parties, including assistance with event organisation
- Project manage all CEOI calls from Announcement of opportunity through to obtaining reviewer feedback for proposals
- In collaboration with the CEOI Director, present a recommendation to UKSA for projects to be funded via competitive calls.

Finance/Resource Management

- Monitor all CEOI Grant Contracts, handling invoices from grant recipients and handling amendments to the contract via Contract Change Notices (CCNs). Prepare and arrange the execution of all contracts.
- Liaise with the Contracts Manager in Research Enterprise Division where contracts are escalated and amendments are requested.
- Determine the correct procurement route to onboard new grant recipients and CEOI Management contract sub-contractors. Obtain advice from the Tax Office on supplier status.
- Link between procurement and external suppliers to CEOI, ensuring value for money through subcontractors delivering training, conferences, website management and communications/PR support
- Administer the CEOI Management Contract, including preparing invoices to UKSA, handling invoices from CEOI Partners and Subcontractors and handling amendments to the contract
- Manage the CEOI Management contract budget held by UoL and liaise with Post Award Finance to reconcile spend and income
- Monitor expenditure and income through the CEOI Management Contract
- Provide timely (quarterly) and accurate forecasts of grant funding drawdown with justification to the UK Space Agency.

Liaison

- Take minutes for the weekly CEOI Management Meeting and maintain an action log. Ensure all open activities are completed in a timely manner.





- Lead the tracking and liaison with customer a portfolio of grant contracts s relating to the activity of the CEOI in developing Earth Observation technology.
- Communicate grant calls to applicants via the CEOI web pages and provide specialist support to applicants on the grant process.
- Provide updates to the content of the CEOI Website and issue news items through the CEOI X account. Carry out the monthly email newsletter mailing. If these activities are outsourced, work with the external contractor to provide a pipeline of news and information.

People Management

- Programme management of the CEOI Management contract. Provision of detailed information to the EO Team at UK Space Agency, their accounts team, Grade 5 and below civil servants requiring accurate and timely updates. Working with UKSA and Management team to deliver excellence.
- Oversight of the activities of CEOI Management team sub-contractors (STFC RAL, Airbus Defence and Space and others) providing services to the CEOI Management contract. Requesting and receiving reports on their activity.
- Credibly develop internal relationships to develop the smooth running of CEOI. These will include the Credit control manager and Operations managers in the School of Physics and Astronomy

Continuous improvement

- Support the monitoring and evaluation of the CEOI Programme by providing advice, evidence and data to the M&E contract holders.
- Interpret the M&E data to provide improvements to the CEOI programme and its delivery
- Develop the CEOI brand via the webpages ceoi.ac.uk
- Investigate and implement new ways to run the CEOI Management contract and grant funding process in pursuit of effective programme management

Professional Development:

- Duties and opportunities to engage in work that support your own professional development.

Impact and Knowledge Exchange:

- Facilitate added-value workshops – a minimum of 3 a year - to support knowledge exchange between CEOI and the Earth Observation community. Where appropriate liase with external contractors to deliver this activity.
- Through the University Procurement system, commissioning of extra consultants to deliver workshops for the CEOI Added Value Programme.



Leadership and Citizenship:

Contribute to the overall success of the CEOI programme

Internal and External Relationships

With guidance from the Principal Investigator, or equivalent, plan own work and prioritise contracts and budgeting on a regular basis

- The post-holder will be required to effectively manage their time to deliver on the priorities of the CEOI programme with the support of the PI.
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development.

Qualifications, Knowledge and Experience

Essential

- Evidence of Honours degree and/or relevant experience *
- Practical experience and knowledge of contracts
- Evidence of proven problem-solving capability *
- Expertise in relevant approaches/models and analytical techniques and ability to develop new ones where required.

Desirable

- Masters' qualification Masters' qualification

Skills, Abilities and Competencies

Essential

- Willingness and ability to work with internal and external stakeholders*
- Excellent communication skills – written and verbal evidenced by the ability to communicate complex information *
- Evidence of working effectively as part of a team and the ability to work independently *
- Working towards independence and ability to be involved in collaborative projects
- Evidence and commitment to Continuous Professional Development (CPD) for yourself, and encourage commitment to learn and develop in others
- Collegiate member of a CEOI Management Team

Desirable

- Budget management skills

****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.

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 equity 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 equity, diversity and inclusion.

