

**Imperial College London  
Faculty of Natural Sciences  
Centre for Environmental Policy**

**IPCC Working Group III  
Head of TSU (Operations) – Senior Administrator**

Salary: £43,980 - £53,160 per annum

The Centre for Environmental Policy wishes to recruit a Head of TSU (Operations) for the Technical Support Unit (TSU) for Working Group III of the Intergovernmental Panel on Climate Change (IPCC) hosted by Imperial College London. IPCC aims to provide the world with a clear scientific view on the current state of knowledge in climate change. Working Group III is concerned with reducing greenhouse gas emissions. The Head of Operations will have overall responsibility for the operational, administrative and financial aspects of the TSU.

The post holder would be educated to degree level or equivalent in a relevant subject. A management, finance or HR qualification or equivalent would be desirable. You must have substantial experience of managing budgets and of producing and interpreting financial reports as well as experience of managing staff.

You must have strong, interpersonal and influencing skills with staff at all levels as well as excellent organisational skills and excellent verbal, written communication and presentation skills. Proven ability to identify, propose, plan and implement services and processes are essential. You must also have the ability to work under pressure whilst managing conflicting deadlines, and working flexibly in a rapidly changing environment. The post-holder will be required to travel overseas, for periods of up to 7-10 days as a member of the TSU team.

This is a fixed term position until 31 March 2020, in the first instance with a possibility of extension subject to funding.

Shortlisted candidates will be required to complete an IPCC Conflict of Interest form.

Our preferred method of application is online via [our website](#). Please complete and upload an application form as directed.

For informal enquiries please contact Professor Jim Skea, Chair of Sustainable Energy and Co-chair of IPCC Working Group III via email at: [j.skea@imperial.ac.uk](mailto:j.skea@imperial.ac.uk). Alternatively, if you are unable to apply online, please email Miss Karen Lyle at [k.lyle@imperial.ac.uk](mailto:k.lyle@imperial.ac.uk), to request an application form.

**Closing date: 24 June 2016 (Midnight BST)**

**Interviews will be held during the week commencing 11 July 2016.**

*Committed to equality and valuing diversity. We are also an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Two Ticks Employer and are working in partnership with GIRES to promote respect for trans people.*