

**From:** [Mariella Giancola - BAS](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Dir Ops  
**Date:** 23 September 2024 14:37:00  
**Attachments:** [British Antarctic Survey.docx](#)  
[Director of Polar Operations.docx](#)  
[image001.png](#)  
[UKRI JESP Form\\_Director of POEI.docx](#)  
[Vacancy Briefing Template\\_DofPolarOps.docx](#)  
[Vacancy Briefing Template\\_DoS.docx](#)

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Vacancy briefing template attached.

I have also attached the papers for the Director of Polar Ops, the second vacancy we would appreciate your guidance on. I have also filled a vacancy briefing template for this role to provide some more info.

Many thanks

*Mariella*

Mariella Giancola, MA, FCIPD (she/her)  
Head of Human Resources

High Cross, Madingley Road, Cambridge CB3 0ET

Email: [REDACTED]

Mob. [REDACTED]

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**From:** Jane Francis - [REDACTED]  
**Sent:** Monday, September 23, 2024 10:50 AM  
**To:** Mariella Giancola - [REDACTED]  
**Subject:** Dir Ops

Another document that might be useful.

Professor Dame Jane Francis  
Director, British Antarctic Survey  
Cambridge, Uk  
CB3 0ET

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [Mariella Giancola - BAS](#)  
**To:** [Jane Francis - BAS](#); [Julie Jupe - BAS](#)  
**Cc:** [REDACTED]  
**Subject:** Director of Operations - next steps - private and confidential  
**Date:** 13 August 2024 14:29:00  
**Attachments:** [UKRI JESP Form](#) [Director of POEI.docx](#)  
[image001.png](#)

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Hello,

UKRI Recruitment are going to help us manage the recruitment campaign for the above. I suggested an internal recruitment due to the unique expertise and knowledge needed for the role and they are in agreement. They suggested 2 weeks only which is fine for us.

**Jane** – Are you happy with first 2 weeks in September for the advertising with an interview on 30<sup>th</sup> September? Who would you like on the panel? I was thinking we might have you, [REDACTED], [REDACTED] and an external from UKRI?

**Julie J**– Can you please help us pull a JD from the JESP form. There is so much in there that it is hard to capture key responsibilities only in 2 pages.

Many thanks

*Mariella*

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