

### Vacancy Briefing Template

<b>Job title</b>	Director of Polar Operations, Engineering, and Infrastructure
<b>Hiring Manager</b>	Jane Francis
<b>Council</b>	NERC
<b>Base location / Hybrid</b> *office attendance / travel requirements per month?	British Antarctic Survey - Cambridge, Office based 5 days a week. Travel expectations with this role. – international and UK travel. (Antarctica)
<b>Open ended / FTC</b>	Permanent
<b>Secondment consideration</b>	
<b>Salary / Benefits</b>	£87,565-£99,000 Plus PRP
<b>Relocation package</b>	yes
<b>BEIS Approval if above 100k</b> *if no – we cannot proceed without it – refer to UKRI Reward Team for Pay case Tanya Robinson	
<b>JESP scoring completed?</b> (if a new role)	Yes – Scored X
<b>Approved via WFP</b>	
<b>Panel</b> * refer to panel guidance - Have they been asked? - Do Senior appointments need to invite?	TBC – When role is advertised, Ideally 4 panel members.
<b>About the vacancy</b>	
Is a job description available?	Submitted
What is the reason for the vacancy?	Replacement
Is this role confidential?	No
When do you need someone in post?	
Key responsibilities. What will they do?  Role itself, for our understanding – can you understand (in plain terms) what the role achieves, purpose	<ul style="list-style-type: none"> <li>• <b>Strategic Leadership:</b> Lead and develop the strategy for polar operations across all BAS facilities, including ship and aircraft operations, estates in Cambridge and the Polar Regions. Collaborate across BAS and with international partners to ensure safe, sustainable, and high-quality support for our polar activities. Ensure successful integration of the Antarctic Infrastructure Modernisation Programme (AIMP)</li> <li>• <b>Financial/Budget Management:</b> Oversee and manage the budget (working closely with NERC), with responsibility for resource and capital allocations critical to the delivery of UK polar science and maintaining the UK presence in Antarctica.</li> <li>• <b>Health &amp; Safety, Risk Assurance:</b> Ensure health and safety across BAS operations, ensuring all activities, particularly in extreme environments, adhere to</li> </ul>

	<p>stringent safety protocols and risk management practices.</p> <ul style="list-style-type: none"> <li>Stakeholder Engagement: Act as a key interface with NERC/UKRI and government stakeholders, including the FCDO, MoD, and international bodies such as the Antarctic Treaty Consultative Meeting (ATCM) and the Council of Operators of National Antarctic Programmes (COMNAP). Ensure that BAS plays a leading role in global polar logistics discussions and operations.</li> </ul>
<p>What kind of personal attributes are you looking for?</p> <p>What kind of role could the next person be in?</p>	<p>Good judgment</p> <p>Communication skills - the role therefore involves working closely with the other Directors to ensure that there is close collaboration and that BAS is well governed.</p> <p>Active contributor</p> <p>Confidence</p> <p>Integrity and honesty</p> <p>Intellectual curiosity</p> <p>Discipline</p> <p>Genuine interest</p> <p>Diplomacy - They also need to ensure beneficial interactions with the international community and organisations such as the Scientific Committee for Antarctic Research (SCAR) and the UK Foreign Commonwealth Development Office (FCDO).</p> <p>We want an innovative and inspirational leader with a track record in managing large-scale, complex operations, ideally with Antarctic experience. Someone who will bring strategic vision, financial acumen, and an ability to navigate important international and government relations.</p>
<p>Team size/Structure/Dynamic</p> <p>*Psychometric Testing could be useful here</p> <p>Do you think you'd want any type of psychometric testing?</p>	<p>The post-holder has line-management responsibility of four direct reports, including the Head of Polar Operations, Head of BAS Estates, Head of BAS Engineering, and the Project Director of Antarctic Infrastructure Modernisation Programme (AIMP).</p> <p>They also have management oversight of between 300-350 employees within the polar operations, engineering and infrastructure teams. These include a diverse workforce comprising mariners, pilots, engineers, estates specialists,</p>

	logistics teams, and field safety experts such as field guides, doctors, polar station managers, meteorological forecasters and seasonal contract staff (e.g mechanics, cooks, builders, plumbers, runway supervisors, boating experts, diving specialists).
Qualifications needed? If so which ones *would you consider qualified by experience?	A postgraduate degree in Business Management disciplines or significant relevant experience
Internal applicants considered? *Will do a parallel internal campaign	Internal only – due to the need for specialist Antarctic experience (or similar remote region) and extensive experience in operations management, preferably in polar operations. This specialist knowledge is gained as a result of many years of deployment in the field, particularly through whole seasons.
Suggested external candidates to approach?	No
Target companies?	No

<b>Campaign</b>	<b>Comments</b>
How long do you want to advertise? - 4-6 weeks recommended max * over holiday periods can be longer – will be double costs	3 weeks in October
What salary to be advertised? *banding or minimum Our recommendation is Banding 83-95k	Yes
If external role where do you want to advertise? We can advertise as standard here: - Civil Service Jobs, LI sponsored, UKRI Web, Women on Boards* - We will suggest industry specific platforms to advertise on – max of 3 at 30 days *Onefix – will make suggestions depending on industry – SA will then send to hiring manager	Internal platforms
Cost Centre to recharge to - Who will be approving costs *Advertising/ Psychometrics	TBC
Do you want an internal campaign email? - Recommended to do so for internal applicants	Yes
<b>Competencies</b>	
What are the scoring competencies you would like us to score against for initial sift? *if over 15 applicants - Before we send over to panel for shortlist	TBC

<ul style="list-style-type: none"> <li>- 6 maximum</li> <li>- <i>Note:</i> this is also what the panel will score against for shortlist</li> </ul>	
What are the interview competencies? <ul style="list-style-type: none"> <li>- Only to be scored against at interview</li> </ul>	TBC
What if any, competencies can be removed from JD? Are they realistic?	

<b><u>Interview</u></b>	<b><u>Comments</u></b>
Will you offer fireside conversations before interview/ application? <ul style="list-style-type: none"> <li>- Offer to all or if asked?</li> <li>- If so who will conduct these?</li> </ul>	Interview details Long listing- Meet candidates via zoom.  Followed by 2-day event meet and greet, dinner and interview /presentation.
How many candidates do you expect to interview? *7 in a day is doable (may need two days)	
Shortlist meeting suggested dates	October- Advertising November -shortlisting Interviews -end of November
Interview suggested dates (obtain 2 full days to allow additional interviews)	TBC
Will there be a presentation? <ul style="list-style-type: none"> <li>- Slides or talk through?</li> </ul>	Yes
Do you have interview questions? Would you like support with these?	TBC
In person or zoom? (travel expenses)	In person unless the applicant is in Antarctica