

Role of NERC Head Office

Overall Purpose

To lead the commissioning and evaluation of NERC's Scientific support and Facilities (S&F) to ensure that facilities align to a strong current and future demand from the environmental science community for these services from NERC.

To oversee delivery of the facilities portfolio in order to increase the effectiveness of NERC's facilities for the user community.

NERC Head Office (HO) will provide strategic oversight for and leadership to NERC's facilities by:

- Providing advice and information to and seeking approval from NERC Executive, Boards and Council on National Capability policy, strategy and activities relevant to commissioning, evaluation and delivery of S&F.
- Being responsible for the S&F Policy on behalf of all S&F ensuring that all facilities in the portfolio offer a comparable high quality service.
- Championing the NERC S&F portfolio, and ensuring that it contributes to NERC's mission and Delivery Plan.
- Managing the S&F portfolio across the NERC community and internationally.

Specific HO roles include:

- Commission future S&F, including liaison with Centre Contacts regarding upcoming commissioning activities and announcements of opportunity.
- Provide funding for commissioned facilities.
- Review and update S&F best practice, policy and processes as necessary.
- Advise the Centre Contacts about S&F best practice, policy and processes.
- Resolve any issues with current policy and processes and disseminate information to Centre Contacts.
- Oversee the Benefits Realisation Plan process.
- Review individual BRP scorecards to ascertain if facility is broadly on track and provide feedback and advice on BRP submissions.
- Ensure regular updates with Centre Contacts. The frequency is to be determined as appropriate with each Centre Contact.
- Answer questions and issues arising from the Centre Contacts.
- Maintain NERC website to ensure it provides a one stop portal to the NERC S&F portfolio and incorporates any changes from Centre Contacts or facilities, and advise Centre Contacts of any changes centrally.
- Organise an annual S&F meeting with Centre Contacts.
- To receive any exceptional funding requests from facilities.
- Maintain strategic oversight and manage capital spend over the S&F portfolio, including managing the baseline capital expenditure process on a biannual basis.
- Attend Steering Committee (SC) meetings as *ex-officio members* at the beginning of the commissioning period and as necessary throughout the duration of the grant. A NERC HO representative is permitted to attend and participate in meetings of the SC and to receive all information provided to members of the SC (including minutes of SC meetings), but is not permitted to vote on matters submitted for a vote.
- Provide expert advice across NERC and UKRI and also externally on issues relating to S&F.
- Lead NERC participation/ representation on any Cross-Council and UKRI working groups and other activities as appropriate to ensure feed in to development, implementation and review of UKRI best practice, policy and processes.
- Work with Centre Contacts and S&F to ensure strong working relationships between all parties involved in delivery of NERC's S&F portfolio.

- Act as the critical customer¹ for the support provided by the S&F.
- Ensure resilience is incorporated to prevent single point failure in the strategic oversight of NERC's S&F portfolio.

¹ A critical customer provides measurable standards of performance for a service to ensure that service meets the requirements of the custom