

SCIENTIFIC COMMITTEE ON ANTARCTIC RESEARCH

EXECUTIVE DIRECTOR

Further particulars

The Scientific Committee on Antarctic Research (SCAR) seeks an Executive Director to manage the SCAR Secretariat and oversee SCAR affairs and finances. SCAR is an international scientific body of the International Council for Science (ICSU). It facilitates and coordinates Antarctic research and identifies issues emerging from greater scientific understanding of the region that should be brought to the attention of policy makers. Its objectives and activities are described on the SCAR website at <http://www.scar.org>.

SCAR is the leading non-governmental organization for the promotion and co-ordination of international science activities in the Antarctic. Scientists from 35 Full Member countries participate in SCAR activities that include Standing Scientific Groups dealing with disciplinary science, as well as specific subjects, often of a highly inter-disciplinary nature. SCAR has developed and is implementing a number of large internationally coordinated research programmes, is active as an invited participant in the Antarctic Treaty Consultative Meetings, and works in association with other major international research programmes such as the International Geosphere-Biosphere Programme (IGBP), and the World Climate Research Programme (WCRP). It also works closely with the Scientific Committee on Oceanic Research (SCOR) and intergovernmental organizations such as the World Meteorological Organization (WMO), Intergovernmental Oceanographic Commission (IOC), the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR), and with the Council of Managers of National Antarctic Programmes (COMNAP).

The SCAR Secretariat comprises the Executive Director, Executive Officer and Administrative Assistant (part-time). The Secretariat is located within the Scott Polar Research Institute, University of Cambridge, in Cambridge, England.

SCAR is a Company Limited by Guarantee, a UK Charity and an equal opportunity employer. The appointee will be a Director of the Company, provide the services of Company Secretary, and be a Trustee of the Charity.

The SCAR Executive Director reports to the biennial meetings of the national Delegates to SCAR and on a day-to-day basis to the Board of Directors operating as the Executive Committee of the Delegates.

The SCAR Executive Director is a leadership position that assists in implementing the vision for SCAR as laid out in SCAR strategic documents and oversees the development and implementation of all of SCAR's activities. This is accomplished by:

- assisting SCAR Standing Science Groups and subsidiary bodies, Standing Committees and Scientific Research Programme Groups in achieving scientific and organizational objectives and goals;
- ensuring effective linkages are established and maintained between SCAR and

- other international research activities with a polar mission or a polar interest with a particular emphasis on bipolar and climate change activities; and
- maintaining strong linkages and communication with governmental organizations in the international Antarctic policy community and the Antarctic Treaty System.

The Executive Director is expected to raise external funds beyond membership fees for SCAR's scientific activities; improve and enhance SCAR's internal and external communications (including maintenance of a web site); represent SCAR at international meetings and stand-in for the SCAR President when unavailable; and efficiently manage the SCAR Secretariat staff.

The Executive Director is imbued with fiduciary responsibility for the organization and must effectively manage all aspects of SCAR finances, budgets, distributions and human resource issues. The Executive Director is responsible for managing the SCAR biennial meetings, which include a major Open Science Conference. Early in the tenure of the next Executive Director, SCAR will undertake an updating of its strategic plan; the Executive Director will be key in assisting and managing this effort.

Candidates should have a PhD degree (or equivalent work experience) in a scientific discipline relevant to research in Antarctica or the Southern Ocean, an established track record as a scientist and/or as a manager of scientific activities, extensive experience in international scientific research and collaboration, excellent communication and organizational skills, a high level of computer literacy and proficiency in English. Competence in other languages is an advantage. Previous experience with registered Charities and attendant legal considerations would be a positive. Applicants will be required to undertake significant overseas travel and must be able to do so. The successful candidate is expected to assume the post by 1 January 2010.

This full time appointment is based in the Scott Polar Research Institute, Cambridge, England. It is expected that the Executive Director salary will be in the range £36000-£52000 per annum and is subject to negotiation based on qualifications and experience. This is a permanent appointment, with a 6 months probationary period. Applications detailing experience, including a full CV and providing the names of three referees should be sent by e-mail (info@scar.org) on or before 1 June 2009, to SCAR, Scott Polar Research Institute, Lensfield Road, Cambridge, CB2 1ER, UK.