

JOB ANNOUNCEMENT: Project Manager [ICPJA003]
INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

Introduction. The ICP (<http://www.icp.cat>) is a research institute focused on vertebrate paleontology. It belongs to CERCA institution (Research Centers of Catalonia) and is linked to the Universitat Autònoma de Barcelona (UAB) in Cerdanyola del Vallès (Barcelona, Spain). It is a public research center established as a non-profit foundation with the Generalitat de Catalunya and the UAB as patrons.

Job description. The ICP is recruiting a full-time Project Manager to join the Research Support & External Services Department as Head of the Projects Area.

TYPE OF POSITION AND DEADLINES:	
Number of positions:	1
Job title:	Project Manager
Starting date:	01/01/2020
Publication date:	01/06/2019
Reference:	ICPJA003
Professional category:	T2/T3
Gross salary:	25,000/30,000 €
Application deadline:	01/09/2019
BASIC INFORMATION:	
Type of contract:	Permanent
Duration:	Indefinite after a probation period of 6 months
Career progression:	If junior (T2), possibility to become senior (T3) in the future by means of internal promotion. In both cases, possibility to become Head of Department
Research Group/Area:	Projects Area
Workplace:	Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain
Working conditions:	-Full time job (37.5 h/week; 1786 h/year) -Teleworking opportunities (up to 15% working time)
MINIMUM REQUIREMENTS:	
Academic Degree:	-For T2: Bachelor/Licentiate degree -For T3: Master (or PhD) in Project Management or equivalent
Languages:	-Good level of spoken and written English and Spanish
Experience:	-For T2: 1 year of experience in Project Management -For T3: 2 years of experience in Project Management, including at least 1 year of experience in management of research projects
Expertise:	-Intermediate user level of Microsoft Office (Excel, Word, PowerPoint...) -For T3: basic user level of SAP Business One software or equivalent
DESIRABLE COMPETENCES:	
Academic Degree:	-For T2: Master in Project Management or equivalent -PhD or equivalent in sciences or social sciences
Languages:	-Advanced level of spoken and written English, Spanish and Catalan
Experience:	-Experience in management of Spanish (e.g., MINECO) and European research projects (e.g., Horizon 2020). -Experience in project and/or economic management in public research institutions or universities, preferentially in CERCA centers.
Expertise:	-Advanced user level of SAP Business One software (or equivalent)

CONTACT DETAILS:			
Name:	Enric Menéndez	Position:	General Manager
Phone number:	+34 5868616	email address:	enric.menendez@icp.cat
HOW TO APPLY:			
Procedure:	All the documents must be in English (PDF format) and emailed to the contact person (Re: ICPJA003)		
Documents:	All applicants must provide a motivation letter, two reference letters, and an extended CV. The Selection Committee may request additional justification of merits at any stage of the recruitment process. The selected candidate will be requested a copy of academic titles and social security's occupational history/work contracts before formalizing contract		

Selection Criteria. The weight of the various selection criteria (in %) is specified in the table below. During the shortlisting phase, each eligible applicant will be assigned a 0-10 score to each criterion. During the evaluation phase, shortlisted candidates will be assigned a 0-10 score to each merit included in the selection criteria, each with a corresponding percentage determined by the Selection Committee before the call is closed. Final scores will be modulated by the results of an interview and career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	10%	E. Software skills	10%
B. Language skills	10%	F. Knowledge transfer	10%
C. Management experience	25%	G. Other merits	5%
D. Fundraising/marketing experience	15%	H. Adequacy of the candidate's profile	15%

OTM-R. The ICP endorses the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers that define the EU Human Resources Strategy for Researchers (HRS4R), and since 2018 holds the HR Excellence Award of the EU. Therefore, the ICP is fully committed to open, transparent and merit-based recruitment (OTM-R), in order to ensure that the best person for a job is recruitment as well as to guarantee equal opportunities among candidates. The internal regulations that apply to this job description are available on the document entitled "ICP Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians", which is publicly available from the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Recruitment_Protocol.pdf).

Non-discrimination. The Non-Discrimination Committee of the ICP will oversee the recruitment process to prevent any kind of discrimination by reason of gender, sexual preference, language, ethnicity, geographic origin, functional diversity, or any other reason unrelated to scientificotechnical merits. Applicants are responsible to provide the necessary personal information related to career breaks (due to parental and medical leaves, unemployment, part-time contracts, etc.) if any of the provisos included in the recruitment protocol apply to the computation of career duration. The ICP aims to guarantee equal opportunities to all candidates and intends to promote a balanced sex ratio. Therefore, the application by female candidates is strongly encouraged.

Confidentiality. The ICP complies with applicable laws of personal data protection and guarantees the confidentiality of all the personal data provided by the candidate, which will solely be used for the purposes of the current recruitment process.

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Projects Area. The Projects Area is framed within the Research Support & External Services Department. This department aims to boost remunerated external services provided to third parties, as well as to improve the coordination between the various areas involved in research support. The Projects Area coordinates all the projects of the ICP, providing support to ICP researchers in fundraising activities but also collaborating with the Management & Human Resources Department (and the Administration Area included therein) in the justification of competitive funds. Otherwise, the Projects Area is the responsible to design and implement marketing strategies for external services of the ICP as well as to play a leading role in engaging donors and sponsors for ICP activities. Further details on the organization and both academic and non-academic personnel of the ICP can be found on the ICP Organization Chart available from the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf).

Technician profile. The ICP aims to recruit a highly motivated Project Manager to join the Research Support & External Services Department and become the Head of the Projects Area. Both junior (T2) and senior (T3) applicants are welcome, depending on past experience, academic background and skills. Remuneration will vary accordingly, within the margins established by the ICP Salary Scale: junior (T2) = 23,000+2,000 €; senior (T3) = 27,000+3,000 €.

Main responsibilities. The main responsibilities of the Project Manager professional category at the ICP are the following:

1. Coordination of the Projects Area staff (if any), practicum students and volunteers.
2. Support to ICP researchers and other staff in fundraising activities (e.g., research projects and grant applications).
3. Support to and collaboration with other members of the Research Support & External Services Department to ensure the successful completion of external services projects.
4. Support to the Administrative Officer and the Head of the Management & Human Resources Area with regard to the justification of competitive funds.
5. Contact person with the Administration and private funding agencies with regard to project and grant applications, as well as other fundraising activities.
6. Promotion and marketing of external services provided by the ICP to third parties.
7. Design and implementation of marketing strategies with regard to ICP external services.
8. Coordination of and collaboration with fundraising initiatives related to paleontological fieldwork as well as preparation and conservation activities.
9. Public relations with private companies.
10. Management of ICP volunteering program.
11. Coordination of continuous training to the ICP staff.

Evaluation details. The merits included in each evaluation criterion will be determined by the Selection Committee before receiving the applications. Each member of the Selection Committee will assign to each merit a 0-10 score (0–2.4 = deficient; 2.5–4.9 = insufficient; 5.0–6.9 = sufficient; 7.0–8.9 = very good; 9.0–10.0 = excellent) and an average score will be computed for each. Average merit scores will be used to compute weighted average selection criteria scores, and the sum of the latter will be the total raw scoring of the candidate. An interview by ICP members of the Selection Committee will be mandatory for all shortlisted candidates. Each member of the committee will rate the interview (excellent = 1.25; good = 1.15; neutral = 1.0; bad = 0.85; terrible = 0.75) and a correction factor computed as the arithmetic mean of the interview ratings. The final scoring will

be computed as corrected scoring * interview correction factor. Candidates will be prioritized based on their final scoring.

Career progression (access to tenure). The selected candidate will automatically become the Head of the Projects Area after the successful probatory period of 6 months (at the discretion of the Steering Committee). If junior (T2), it will eventually have the opportunity to become senior (T3) following the procedures of internal promotion specified in the ICP recruitment protocol. Irrespective of professional category (T2 or T3) the Project Manager will have good prospects to become Head of the Research Support & External Services Department once the current head of this department ends his term.