

JOB OFFER: Communication Manager [ICPJA024]
INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

Introduction. The ICP (<http://www.icp.cat>) is a research institute dedicated to vertebrate paleontology. It is a CERCA center (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 constituted as a non-profit foundation with the Generalitat de Catalunya and the UAB as patrons.

Description of the offer. The ICP wants to incorporate a full-time Communication Manager specialized in scientific and digital communication to join the Communication and Scientific Dissemination Area.

PLACE TYPE AND DEADLINES:	
Number of places:	1
Position:	Communication Manager
Start date:	1/9/2026
Publication date:	20/4/2026
Reference:	ICPJA024
Professional category:	SI4
Gross salary:	32,409.72 – €37,541.69
Registration deadline:	15/5/2026
BASIC INFORMATION:	
Contract type:	Permanent
Duration:	Indefinite after a 6-month probationary period
Career progression:	The initial gross salary will depend on experience and may increase based on career progression according to the ICP's internal mechanisms. Possibility of becoming Head of the Communication Area (with associated supplement) after 12 months of joining.
Area / Department:	Area of Communication and Scientific Dissemination (Department of Museum and Communication)
Workplace:	ICTA-ICP Building, Autonomous University of Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès (Barcelona)
Working conditions:	- Full time (37.5 hours/week; 1630 hours/year) - Possibility of teleworking (up to 30% of the weekly working day)
MINIMUM REQUIREMENTS:	
Academic qualification:	Diploma/Degree/Bachelor's Degree Master's degree in Science Communication, History of Science or equivalent
Languages:	Good level of spoken and written English Advanced level of spoken and written Catalan and Spanish
Experience:	3 years of experience in scientific communication
Expertise:	High level of writing press releases, web content and informative articles Content management systems (CMS) Knowledge of web analytics and metrics (KPI). Knowledge of Adobe Suite graphic design tools
DESIRABLE SKILLS:	
Academic qualification:	Graphic design training
Languages:	Advanced level of spoken and written English

Experience:	Proven experience in communication departments of research centers or universities		
Expertise:	Content planning, editorial calendar management and community dynamization on social networks. Use of email marketing platforms Design and implementation of communication and media relations policies		
CONTACT DETAILS:			
Name:	Pere Figuerola	Position:	Head of Department
Telephone:	+34 93 5868765	Email:	pere.figuerola@icp.cat
HOW TO APPLY:			
Procedure:	All documents must be submitted in Catalan or English (PDF format) and sent by email to the contact person (Re: ICPJA024)		
Documents:	All applicants must submit a letter of motivation and an extended CV. The Selection Committee may request additional justification of merit at any stage of the process. The selected candidate must present a copy of their academic qualifications and the Social Security employment history report before formalizing the contract .		

Selection criteria. The weighting of the different selection criteria (in %) is specified in the table below. During the pre-selection phase, each eligible applicant will be assigned a score from 0 to 10 for each criterion. During the evaluation phase, the shortlisted candidates will be assigned a score from 0 to 10 for each merit included in the selection criteria, each with a corresponding percentage determined by the Selection Committee before the call closes. The final scores will be adjusted for the results of the duration of the professional career .

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic training	10	D. Computer skills	15
B. Linguistic skills	10	E. Other merits	5
C. Work experience	40	F. Adequacy of the candidacy profile	20

OTM-R. The ICP adheres to the principles of the *European Charter for Researchers and Code of Conduct*

for the *Recruitment of Researchers* defined by the *EU Human Resources Strategy for Researchers* (HRS4R) and has held the EU Human Resources Excellence Award since 2018. Therefore, the ICP is fully committed to open, transparent and merit-based recruitment (OTM-R), in order to ensure that the most suitable person is recruited for a given job position as well as to guarantee equal opportunities between candidates. The internal regulations applicable to this job description are available in the document "ICP Protocol for the assessment, internal promotion and recruitment of research and technical staff", which is publicly available on the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Recruitment_Protocol.pdf).

Non-discrimination. The ICP Non-Discrimination Committee will oversee the recruitment process to avoid any type of discrimination based on gender, sexual preference, language, ethnicity, geographical origin, functional diversity or any other reason unrelated to scientific, technical, professional and/or academic merit. Applicants are responsible for providing the necessary personal information related to career interruptions (due to leave for birth and childcare, temporary health leaves, unemployment, part-time contracts, etc.) if any of the conditions included in the recruitment protocol for calculating the duration of the career apply. The ICP aims to

guarantee equal opportunities for all candidates and aims to promote a balanced gender ratio. Women and people of non-conforming gender individuals are encouraged to apply.

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

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Area of Communication and Scientific Dissemination. The Area of Communication and Scientific Dissemination is part of the Department of Museums and Communication. This department is responsible for the management of the Museum, direct support for research associated with the collections and the preparation and conservation of fossils, and the coordination of the center's internal and external communication. The department is made up of four operational areas:

- Area of Communication and Scientific Dissemination
- Museum Area
- Collections Management Area
- Preparation and Conservation Area

Within this structure, the communication staff works under the supervision of the Head of Area, who, in turn, performs the functions of Head of Department. For more details on the organization and both academic and non-academic staff of the ICP, you can consult the ICP Organization Chart available on the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf).

Job Profile. The ICP aims to hire a highly motivated Communication Manager (professional category SI4) for the Area of Communication and Scientific Dissemination. The candidate must have experience in the design and implementation of institutional communication strategies (internal and external) and scientific dissemination, and relations with the media. In addition, a high level of writing press releases, web content and informative articles is required. The profile also requires competence in the management of corporate identity and digital environments, which includes mastery of content management systems (CMS), knowledge of web analytics and metrics (KPI), and basic knowledge of taking and editing photography and video. Additionally, experience in fundraising associated with dissemination projects is required. Previous experience in communication departments of research centers or universities and knowledge of graphic design will be valued.

Main responsibilities.

1. Implementation of the ICP's communication policy in the field of scientific dissemination.
2. Coordination of the ICP's media interests, ensuring regular contact with the most appropriate ones and responding to their requests.
3. Implementation of the ICP's communication policy in terms of internal communication (press releases, email newsletter, intranet, organization of internal talks, etc.).
4. Ensure that the ICP brand and logo are used appropriately in printed and electronic materials (letterheads, electronic presentations, publications, conference posters, emails, brochures, etc.).
5. Maintenance of the ICP website and social media profiles.
6. Updating of SCI publications on the ICP website and relevant digital repositories/databases.
7. Generation and supervision of scientific dissemination content (news for the ICP website, press releases, organization of press conferences, etc.).
8. Supervision and coordination of communication activities by local interpretation centers and museums with specific agreements in this regard with the ICP.
9. Dissemination of the exhibitions and activities of the ICP Museum among the general public and the educational community.
10. Supervision and/or preparation of the ICP's annual reports.

11. Provision of specific guidelines to ICP research staff to ensure that newsworthy events and publications are adequately disseminated.
12. Support to research staff in the design and execution of outreach activities associated with research projects.
13. Fundraising initiatives related to scientific communication activities.
14. Teaching in master's degrees.

Evaluation details. The merits included in each evaluation criterion will be determined by the Selection Committee before receiving applications. Each member of the Selection Committee will assign a score of 0-10 to each merit (0-2.4 = poor; 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 calculated for each. The weighted average scores of the selection criteria will be calculated using the average score of the merits, and the sum of the latter will be the total raw score of the candidate. All shortlisted candidates will have to undergo an interview with the members of the Selection Committee. Each committee member will rate the interview (excellent = 1.25; good = 1.15; neutral = 1.0; poor = 0.85; terrible = 0.75). The arithmetic mean of the interview scores will be used as the interview correction factor. The final score will be calculated as corrected score * interview correction factor. Applications will be prioritized based on their final score.

Career progression. The gross starting salary will depend on experience according to the center's salary scale. Beyond the annual salary increases provided for by law for public sector personnel of the Generalitat de Catalunya, after the initial three years of gross remuneration, the salary may be increased within the margins established by the ICP salary scale for category SI4, depending on the established professional progression mechanisms.

In accordance with the ICP's medium-term development plans, the selected candidate is expected to assume the role of Head of the Scientific Communication and Dissemination Area from 12 months after joining. The position of Head of Area includes the CC1 supplement (€2,409 – €4,820, depending on demonstrated development). The SI4 professional category allows access to the SI5 category through the internal promotion mechanisms established at the ICP.