

**JOB ANNOUNCEMENT: Preparator Technician [ICPJA004]**  
**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 two full-time Preparator Technicians to join the Preparation & Conservation Area of the Research Support & External Services Department, with emphasis on the preparation and conservation of fossil vertebrate remains. The recruitment process will be initially offered as a staff redeployment opportunity, in agreement with the provisions of the ICP recruitment protocol. If no suitable candidates apply or none reach the minimum final score required, the Steering Committee will consider reopening the call without the aforementioned restriction.

TYPE OF POSITION AND DEADLINES:	
<b>Number of positions:</b>	2
<b>Job title:</b>	Preparator Technician
<b>Starting date:</b>	01/07/2020
<b>Publication date:</b>	15/01/2020
<b>Reference:</b>	ICPJA004
<b>Professional category:</b>	T2
<b>Gross salary:</b>	20,000-24,000 €
<b>Application deadline:</b>	15/02/2020
BASIC INFORMATION:	
<b>Type of contract:</b>	Permanent
<b>Duration:</b>	Indefinite after a probation period of 6 months
<b>Career progression:</b>	Gross salary depending on experience
<b>Research Group/Area:</b>	Preparation & Conservation Area
<b>Workplace:</b>	Primary: Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain Secondary: ICP Museum, c/ Escola Industrial 23, 08213 Sabadell, Spain
<b>Working conditions:</b>	-Full time job (37.5 h/week; 1786 h/year)
MINIMUM REQUIREMENTS:	
<b>Academic Degree:</b>	-Diplomate/Graduate degree in Conservation & Restoration (Archeology specialty) or Licentiate/Bachelor degree in Fine Arts
<b>Languages:</b>	-Good level of spoken and written Spanish and Catalan
<b>Experience:</b>	-More than 2 years of experience in fossil vertebrate preparation -More than 1 year of experience in reproduction techniques (moulding and casting) of fossil vertebrate specimens
<b>Expertise:</b>	-Intermediate user level of Microsoft Office (Excel, Word, PowerPoint...) -Basic user level in image processing software programs
DESIRABLE COMPETENCES:	
<b>Academic Degree:</b>	-Master's degree in related subjects -Attendance to specialized courses of preparation/conservation in natural sciences collections
<b>Languages:</b>	-Good level of spoken and written English, and advanced level of Spanish and Catalan
<b>Experience:</b>	-Experience in paleontological fieldwork -Experience in university teaching -Publications and contributions to meetings related to fossil

<b>Expertise:</b>	preparation -Intermediate user level of Adobe (Acrobat, PhotoShop, Illustrator...), vector-drawing and image-editing programs -Rudimentary knowledge of geology and biology		
<b>CONTACT DETAILS:</b>			
<b>Name:</b>	David M. Alba	<b>Position:</b>	Director
<b>Phone number:</b>	+34 5868604	<b>email address:</b>	direccio@icp.cat
<b>HOW TO APPLY:</b>			
<b>Procedure:</b>	All the documents must be in English or Catalan (PDF format) and emailed to the contact person (Re: ICPJA004)		
<b>Documents:</b>	All applicants must provide a motivation letter 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 career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	10%	D. Software skills	10%
B. Language skills	5%	E. Other merits	10%
C. Working experience	45%	H. Adequacy of the candidate's profile	20%

**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](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.

**JOB DESCRIPTION: Preparator Technician [ICPJA004]**  
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**Preparation & Conservation Area.** The Preparation & Conservation 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. Preparator Technicians work under the supervision of the Head of the Area, who in turn is under the supervision of the Head of Department. 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](http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf)).

**Technician profile.** The ICP aims to recruit two highly motivated Preparator Technicians (T2 professional category) for the Research Support & External Services Department, with solid experience in the preparation and casting of fossil vertebrate specimens, and some experience in publication/meetings, teaching, exhibits, and/or fieldwork. Gross salary will be within the margins established by the ICP Salary Scale and will depend on the candidates' experience (20,000-24,000 €, potential supplements not included).

**Main responsibilities.** The main responsibilities of Preparator Technicians at the ICP are the following:

1. Preparation and casting of fossil remains.
2. Participation in preparation and/or conservation courses (co-)organized by the ICP.  
Other tasks that may be done by ICP Preparator Technicians include:
3. Participation in fieldwork.
4. Teaching in master degrees.
5. Contributions to meetings and/or publications related to fossil preparation.

**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.** The Head of the Preparation & Conservation Area is appointed by the ICP Director among the staff of this area, and such an appointment bears an associated salary supplement (2,000-4,000 €). Otherwise the gross salary may increase through time based on

accumulated experience, but there is no possibility for Preparator Technicians to reach T3 level by means of internal promotion.

