

Scientific Policy Officer at the Barcelonaβeta Brain Research Center

About the employer

The Barcelonaβeta Brain Research Center (BBRC) is a research center dedicated to the prevention of Alzheimer's disease and the study of cognitive functions affected in healthy and pathological aging. It was created in 2012 by the Pasqual Maragall Foundation, with the support of the Pompeu Fabra University.

The mission of the BBRC is to provide innovative solutions to decipher and prevent biological changes and cognitive dysfunction associated with neurodegenerative diseases. Due to the aging of the world population, these diseases constitute a global challenge, since for example, dementia can reach epidemic levels in 2050, with a forecast of more than 150 million people affected, if it is not found a way to prevent its appearance and development.

The BBRC received the HR Excellence in Research award (HRS4R) granted by the European Commission; a recognition that shows its adherence to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff. The center offers a **stimulating and favorable working environment** in accordance with the Charter and Code, which describe the rights and responsibilities of researchers and their employers, and contributes to the **creation of a transparent, attractive and open ecosystem** at international level.

Pasqual Maragall Foundation, Pompeu Fabra University and "la Caixa" Foundation are permanent members of the BBRC Board. The center is affiliated and located in the Ciutadella Campus of the Pompeu Fabra University of Barcelona, in a building inaugurated in 2016. The BBRC headquarters has excellent technical facilities, including a 3TMR scanner dedicated to research, and spaces for conducting Clinical Trials and EEG. State-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: www.fparagall.org and www.barcelonabeta.org

About the job

BBRC is looking for a Scientific Policy Officer. This is a full-time position and the person selected will join the *Research Management Office*.

In brief, the Scientific Policy Officer will be responsible to define, apply and monitor guidelines, ensuring the standardization of procedures related to scientific policies of the Barcelonaβeta Brain Research Center (BBRC): in terms of training, information and data, data and sample sharing, knowledge dissemination, approval and management of projects, and relationships with researchers and their collaborators, among others.

The Scientific Policy Officer will report to the *Research Management Office's Manager*.

Main Responsibilities

The responsibilities for this position include:

- Define and standardize the training policies of BBRC researchers, in agreement and in coordination with the Human Resources department.
- Define policies and establish the Data Access and sample sharing processes of BBRC studies in collaboration with scientific management (e.g. establishing a scientific committee, procedures for project evaluation, signing of MTAs/DTAs...).
- Define and establish the processes and criteria for establishing and fixing conflicts of interest with researchers and entities.
- Define and establish the criteria for disseminating knowledge and research results (publications, open access, submission of articles).
- Manage and analyse BBRC's scientific output to inform internal and external stakeholders.
- Define policies and monitor good scientific practice at BBRC.
- Organise of internal and external research seminars.
- Support the establishment and day-to-day functioning of relevant committees at BBRC (scientific, bioethics...).
- Establish guidelines to regulate RMO activities (e.g. preparation and submission of grants).
- Support assigned RMO projects.

Required qualifications and professional experience

Must have:

- Bachelor degree in Life Sciences.
- PhD degree in any field of Health/Life sciences.
- Experience at the interface of science and policy, and/or science management and administration.
- Knowledge of EU policies and European funding.
- Competence in project management.
- Experience in writing and submitting project deliverables and research papers.

- Excellent written and oral communication skills (English, Catalan/Spanish).
- Proficient IT skills (Excel, Power Point, website and databases management and exploitation).

Personal skills

- Team player attitude with internal as well as external collaborators.
- Administrative excellence with attention to detail and accuracy.
- Organizational, time management and problem-solving skills.
- Broad scientific knowledge and fast understanding of new scientific topics.
- Self-initiative
- Strong interpersonal skills and ability to work effectively with a multidisciplinary team.
- Ability to think independently and work collaboratively (empathic and focused team-worker).
- Strong oral and written communication skills.
- Interest in joining a non-profit organization with a mission of high social impact.

We offer

- Starting date: ASAP 2022.
- Full-time position, 38hours weekly.
- Salary will be in accordance with qualifications and experience.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity. And the unique research opportunity in a highly innovative project in a multidisciplinary institution.

In the foundation we also care about developing your professional career so you will participate in internal and specific training for your job, promotion opportunities and development of your professional career. We evaluate the potential of our team in order to develop those skills necessary to achieve a high level of professional performance.

Application process

To apply, please submit a single PDF file containing the following:

- 1) Cover letter describing research interests and relevant background;
- 2) CV
- 3) The names of up to three individuals who could provide reference letters. All files or inquiries should be submitted electronically to: rh@barcelonabeta.org

Subject: Scientific Policy Officer

Deadline: 11th February 2022

We inform you that your personal data will be part of a file which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: Wellington Street 30, 08005 Barcelona.