

## Job description

# BIST Head of Communications and Marketing

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### 1. ABOUT BIST

The Barcelona Institute of Science and Technology (BIST) is a leading institution of multidisciplinary research encompassing seven Catalan research centres of excellence. By fostering collaboration among members of its diverse scientific community, BIST plays a leading role in pushing the frontiers of science while becoming a global reference for training outstanding research talent. For further information, please visit [www.bist.eu](http://www.bist.eu)

### 2. PURPOSE AND QUALIFICATIONS

The BIST Head of Communications and Marketing is responsible for designing the organisation's communication and marketing strategy and overseeing its implementation, to help convey and accomplish the BIST strategic goals. First among these are to increase the awareness about BIST and to raise additional private resources to finance BIST activities. The role is also responsible for overseeing the reputation of the organisation and the proper management of the information it generates.

The candidate must hold a university degree in Journalism, Marketing, Public Relations or similar, and have a special interest in scientific communication (a postgraduate degree on the subject is desirable). Alternatively, the candidate may hold an academic degree in science or technology, with additional specific training in communication (master or similar). Specific experience in strategic management of communication, digital marketing or fundraising strategies will be considered an asset. An excellent level of Catalan and Spanish, both written and spoken, as well as a minimum Advanced level of English, are essential for this position.

We require a minimum of five years of experience in a communications department and two years leading communications or marketing teams. Previous experience in the R&D sector, either in the public or private sector, will be especially valued.

The ideal candidate will possess an outstanding ability to organise timelines and mobilise resources with great flexibility, the capacity to coordinate multidisciplinary teams and act efficiently within established parameters. The position requires creativity, global vision and leadership, as well as the ability to



make informed decisions. To be selected, the candidate must demonstrate a strong commitment to the mission and ongoing viability of the Barcelona Institute of Science and Technology.

### **3. MAIN DUTIES AND RESPONSIBILITIES**

The BIST Head of Communications and Marketing participates in the elaboration of the BIST strategy, and is directly responsible for the elaboration and execution of the its communication and marketing multi-year strategy, building a coherent discourse for the organization to communicate with key stakeholders and society at large.

He/she manages the budget, leads a small team, and prepares and oversees the execution of the annual Communications and Marketing plan. He/she executes (or oversees the execution by internal team and external providers) activities, such as the management of corporate communication channels and social networks, relationship with media, events organisation, elaboration of corporate materials, and design and management of marketing/fundraising campaigns, among others.

The position is also responsible for leading the BIST Communication Committee, a coordinating group of the communication managers of the seven BIST centres, making sure of their alignment with the objectives set out in the BIST Strategic Plan.

### **4. JOB INFORMATION**

Modality: **Full time.**

Salary: **According to the qualifications and experience of the candidate.**

Working hours: **37.5 hours/week**

### **5. TO APPLY**

Please submit your application (CV and a cover letter) to [info@bist.eu](mailto:info@bist.eu)

Deadline: **Please submit your application by January 15, 2022.**