

# Job description

## BIST People Development Officer

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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: [www.bist.eu](http://www.bist.eu)

### 2. POSITION

The **BIST People Development Officer** is responsible for the design, development and support of innovative actions to provide professional development opportunities to researchers at all stages of their careers. In addition, this person works in close collaboration with the BIST research centres to grow a collective training programme portfolio and expand funding opportunities to support researcher training.

The BIST People Development Officer reports to the Head of Academic Programmes and Organisational Effectiveness and works closely with the other members of the BIST team.

### 3. DUTIES AND RESPONSIBILITIES

- a. Coordinate BIST EU MSCA Programmes, including supervision of two ongoing COFUND programmes (PREBIST and PROBIST), following up one COFUND programme pending application, and identification and proposal preparation for additional calls as they are published.
- b. Design and implement the BIST training programme for researchers, BIST Global Science, as well as other actions to support researchers in their work.
- c. Work with BIST Communications on marketing and dissemination of BIST training programmes.



#### 4. EDUCATION AND QUALIFICATIONS

The BIST People Development Officer should hold a university degree, with preference given to candidates with advanced degrees. Also needed is experience in project management, preferably in an academic or scientific setting. The position requires verbal and written fluency in English, as well as the ability to speak and write in Catalan or Spanish.

We expect the candidate to have excellent organizational skills, be able to work with diverse teams across organisational boundaries, as well as set and meet objectives and deadlines, adapting to circumstances in order to consistently deliver outstanding results.

Also, the BIST People Development Officer serves as primary contact person for PhD students, researchers and instructors, as well as technical staff and senior management. Thus, the candidate must be able to communicate effectively with a variety of interlocutors across diverse workplace scenarios. The candidate should also be capable of thriving in a multi-tasking environment, exhibiting initiative, good problem-solving skills, an ability to innovate, and support the idea of science excellence in a diverse-fostering setting.

#### 5. JOB INFORMATION

Mode: Full time.

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

Working hours: Monday-Friday: 9h to 14h and 15h to 18h (flexible).

Location: Carrer Comte d'Urgell, 187 (Recinte Escola Industrial), Barcelona. Presently, we are working remotely with equipment facilitated by BIST due to the pandemic situation.

Hiring date: As soon as practical.

#### 6. APPLICATION

Please send an email with your CV and a cover letter to Núria Bayó Puxan at [info@bist.eu](mailto:info@bist.eu)

At least two references are needed with full contact details from recent relevant positions. If possible, one reference should be from your latest position.

Deadline: Applications may be submitted until **January 14, 2020**, but interviews will be scheduled as applications are received, and the position may be filled prior to the application deadline.