

## Institutional Actions Manager

### **Job description/Tasks to be developed:**

The Institutional Actions Manager will be recruited by the Institutional Actions Office which is under the command of the Direction of Strategy at IDIBAPS.

The responsibilities of the Institutional Actions Office are to:

- Participate in the design of institutional actions (projects, action plans, training programmes, activities or others).
- Identify funding opportunities at regional, national or international levels and present competitive proposals to raise funds for the institutional actions.
- Plan and guarantee the right implementation of the institutional actions.
- Manage and follow-up the different institutional actions according to the rules and regulations established by the Institute as well as funding agencies, if applies.
- Execute tasks linked to the institutional actions.

The responsibilities of the Institutional Actions Manager are to:

Plan, implement and follow-up the BITRECS programme “Biomedicine international training research programme for excellent clinician-scientists” under the command of the Head of the Office. BITRECS has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement 754550, <http://bitrecs.idibaps.org/>.

BITRECS aims at recruiting excellent clinician-scientists and providing them life-long learning and career development opportunities. The implementation of this programme is related to other institutional actions of relevance such as:

- HRS4R Action Plan (2017-2020) for allowing IDIBAPS to improve its practices according to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment, <http://www.idibaps.org/research-career/hrs4r.html>.
- Stepping-stone training programme in non-scientific tools and skills for predoctoral and postdoctoral researchers, [http://www.idibaps.org/research-career/en\\_steppingstone.html](http://www.idibaps.org/research-career/en_steppingstone.html).

Some new institutional actions can be proposed under the request of the programme’s objectives. These initiatives will probably need to be designed and financially supported. In those situations the Institutional Actions Manager will participate in the identification and application to new funding opportunities.

### **Required qualifications and skills:**

- University degree; preferably in life sciences.
- Minimum 2-years of professional experience in project/grants management, event management and academic/training management; preferably acquired in research institutions.
- Be able to demonstrate proficiency in Catalan, Spanish and English (the expected minimum level of English is C1 or equivalent).
- Knowledge in office IT.
- Personal skills: Proactive, flexible, organised and independent but also good as a team player.

### **Additional requirements to be considered:**

- Knowledge of the R+D+I sector to be demonstrated with academic or professional activity.
- Additional training in any of the disciplines of science management (master or postgraduate trainings, courses of specialisation, professional certifications or other equivalent credentials).
- Professional experience acquired outside Spain, preferably in an English speaking country.

### **Application procedure:**

See all the documents and instructions to present your application at IDIBAPS website, [http://www.idibaps.org/media/upload/pdf/id-31-2019\\_editora\\_8\\_2633\\_1.pdf](http://www.idibaps.org/media/upload/pdf/id-31-2019_editora_8_2633_1.pdf). More information at: [Rrhh.fundacio@clinic.ub.es](mailto:Rrhh.fundacio@clinic.ub.es). Deadline: 25/03/2019.

