

[695_24_DIR_PM_SPM](#)

Recruitment App Link

<https://webapps.bsc.es/recruitment/job/3616>

Website Node ID

64423

Job Reference

695_24_DIR_PM_SPM

Position

Senior Research Project Manager (Director's Dept.)

Closing Date

Thursday, 31 October, 2024

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Job title: Senior Research Project Manager (Director's Dept.)

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 1000 staff from 60 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

[Let's stay connected with BSC Folks!](#)

We are particularly interested for this role in the strengths and lived experiences of women and

underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

We promote Equity, Diversity and Inclusion, fostering an environment where each and every one of us is appreciated for who we are, regardless of our differences.

If you consider that you do not meet all the requirements, we encourage you to continue applying for the job offer. We value diversity of experiences and skills, and you could bring unique perspectives to our team.

Context And Mission

We are looking for candidates to manage the proposals and projects of the areas under the Directors' Department, particularly Computational Social Sciences and Innovation and Business Development, Education and Training and International Partnerships. Work will cover the full life-cycle of research projects from the preparation of proposals to the execution and closing of projects (including coordinated projects). If and when funds become available from projects, the successful candidate will also hire and manage other project managers. The position will be based within the BSC's Project Management Office (PMO) and will report to the PMO coordinator.

Key Duties

- - Be the main point of contact for the Heads of Area of the Directors' Department (Computational Social Sciences, Innovation and Business Development, Education & Training, International etc.) and the PMO coordinator. Maintain a strategic overview of the area's objectives and the future opportunities and help the heads of area to plan and prepare to take maximum advantage of these opportunities.
 - Make sure that relevant databases and control documents (SAP, proposals excel etc.) are complete and up to date for their area of responsibility.

If project funding becomes available to hire additional resources:

- Take the lead in recruitment processes for project managers for their area
- Distribute work and define, follow-up on and evaluate objectives for the project manager(s) under their responsibility.
- Identify training needs and suggest training for the project managers they are responsible for.
- Project Coordination. Carefully plan the use of resources and monitor the progress of work in coordinated projects, anticipate possible problems and maintain excellent communication with the Principal Investigator and with the Project Officer of the funding body. Keep track of budgets and effort spent. Organize and participate in meetings, teleconferences, reviews and other events if needed. Prepare and submit high quality periodic reports on time. Ensure compliance with contractual obligations.
- Detect, communicate and explore funding opportunities, and agree and maintain a call calendar with department directors in order to ensure proper planning of proposals.
- Proposal Management. Efficiently and effectively, carry out the administrative work needed to facilitate the participation of BSC researchers in project proposals. Take the lead on the definition and writing of the implementation section of project proposals where relevant regarding use of resources, budget, project governance etc. Contribute to other sections of the proposal where needed, including the impact section. Ensure that administrative requirements of proposals are met (eligibility etc.).
- Contract Management. Ensure rigorous but agile contract management, facilitating the collaboration of BSC researchers with other organisations while avoiding unacceptable or unnecessary risk and protecting the interests of the centre. Take the lead in negotiating, supervise the drafting and signing process of: consortium agreements, NDAs, grant agreements, contracts with companies etc.
- Others. Collaborate to improve the operation of the PMO by sharing best practice.

Requirements

- Education
 - University Degree
 - Related courses in project management and research project proposal preparation
- Essential Knowledge and Professional Experience
 - At least 5 years' experience in Research project Management
 - Experience coordinating research proposals and projects funded by the Framework Programme and the Plan Estatal
 - Excellent knowledge of the rules and regulations of European and national funding programs
 - Experience negotiating and managing contracts with public and private entities
 - Knowledge of the HPC research system in Europe
- Additional Knowledge and Professional Experience
 - Experience managing teams an advantage
- Competences
 - Excellent English and Spanish essential. Able to understand Catalan. Other languages would be a plus
 - Excellent written and verbal communication skills
 - Good people management skills
 - Willing to travel
 - Used to working autonomously and taking the initiative
 - Used to working under pressure with strict deadlines
 - Good report writing skills essential
 - Good skills in word processing, spreadsheets and presentation applications (Word, Excel and PowerPoint or equivalents)

Conditions

- The position will be located at BSC within the Directors Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: 01/10/2024

Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow [this link](#)

Deadline

The vacancy will remain open until a suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow [this link](#)

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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