

## Communication Officer

### Introduction to the vacant position:

The Institute for Bioengineering of Catalonia (IBEC) is looking for a Communications Officer to join our communications team. The successful candidate will be responsible for managing IBEC's social media channels, creating engaging internal and external content, and supporting the implementation of our communication strategies. This role is key in enhancing IBEC's visibility and fostering community engagement across various platforms.

### Main tasks and responsibilities:

- Manage and develop IBEC's presence on social media channels (Twitter, LinkedIn and Instagram), including planning and scheduling posts, monitoring performance, and interacting with our online audience.
- Generate creative and compelling content for internal communication channels, including newsletters, announcements, and internal campaigns.
- Collaborate with different departments to ensure consistent and clear messaging aligned with IBEC's strategic goals.
- Track and analyze the performance of social media campaigns, preparing reports on engagement, growth, and reach.
- Stay updated on the latest trends and best practices in social media and communication strategies.
- Support the communications team with other related tasks as needed.

### Requirements for candidates:

#### Essential:

- Bachelor's degree in Communications, Marketing, Journalism, or a related field.
- 2+ years of experience in a similar role, preferably within the research, academic, or scientific sectors.
- Excellent writing, editing, and content creation skills in Catalan, Spanish and English.
- Proven experience in managing social media accounts and developing social media strategies.
- Strong knowledge of communication tools, such as email marketing platforms and content management systems.
- Ability to work independently and manage multiple projects simultaneously.
- Creative mindset with a proactive attitude toward problem-solving.
- Knowledge of SEO, analytics, and other digital tools will be considered a plus.

#### Advantageous:

- Experience in social media and communication strategies.

### We Offer:

- Number of available positions: 1
- Starting date: November 2024
- Working conditions:
  - *Full time contract*  
*Very competitive salary.*
  - Measures to reconcile work and family life (parental leave, flexible schedule working hours, teleworking, 23 working days of paid holidays, 9 leave days for personal matters, among others).
- IBEC ensures equality of access to professional development opportunities irrespective of employment status, length at IBEC or other factors. The IBEC's yearly training catalogue offers a wide range of training in technical and transferable skills including mobility grants and a Mentoring programme for predoctoral and postdoctoral researchers.
- Stimulating, interdisciplinary research and high-quality international scientific environment.
- Induction programme to facilitate incorporation at IBEC and additional support is provided for foreigners to obtain Visa-working permit and to install in Barcelona.

### How to apply:

**Until 31/10/2024** an online application form is available through IBEC dedicated site: <https://careers.ibecbarcelona.eu/>

Only those applications submitted before the deadline will be evaluated.

#### Reference: CO-PJ.

If you have any further question regarding your application, please contact us at [jobs@ibecbarcelona.eu](mailto:jobs@ibecbarcelona.eu)

### Principles of the selection process:

IBEC 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) <https://ibecbarcelona.eu/careers-at-ibec/jobs/>

IBEC's Commitment on equal opportunity:

Our strength and excellence as an international transdisciplinary Research Institute are based on diversity. Being an equal opportunity employer, we are committed to diversity and inclusion, so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background."

IBEC actively looks for female candidates for Senior positions ensuring that at least 40% of shortlisted applicants invited to interview have to be women with comparable level of CVs as the male candidates. At the end of the evaluation process, in case of equal merit, priority will be given to female candidates.

For candidates with children that come from outside Barcelona, we offer babysitting services during the interview, so you don't have to worry about anything else than doing a good interview. Contact us if you are interested in this service.

IBEC, as a signatory of the San Francisco Declaration on Research Assessment (DORA), will consider, especially for early-stage investigators, much more the scientific content of research outputs, than publication metrics or the identity of the journal in which it were published.

### **Protection of personal data:**

IBEC guarantees that candidates' personal data are processed in accordance with the requirements of the EU General Data Protection Regulation (GDPR) and Law 3/2018 on Data Protection.

Personal data will be processed solely for the purposes of the selection process.

### **Who we are?**

The Institute for Bioengineering of Catalonia, IBEC is an interdisciplinary research center focused on Bioengineering and Nanomedicine based in Barcelona. IBEC is one of the top research institutions named as a Severo Ochoa Research Centre by the Ministry of Science, Universities and Innovation, which recognizes excellence at the highest international level in terms of research, training, human resources, outreach and technology transfer.

IBEC's mission is to develop international high-quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was established in 2005 by the Generalitat de Catalunya (Autonomous Government of Catalonia), the University of Barcelona (UB) and the Technical University of Catalonia (UPC).

IBEC is located within the Barcelona Science Park and is managing 3.800 square meters facilities, with an annual budget of 22 Mio€; 4.150 square meters of facilities; 21 research groups and a team of researchers and support services of 400 people from 35 different countries.  
[www.ibecbarcelona.eu](http://www.ibecbarcelona.eu)