

European Project Deputy Coordinator offer

Reference: 22-02-00003

The Forest Science and Technology Centre of Catalonia (CTFC), located in Solsona (Pre-Pyrenees, 120 km from Barcelona), Spain, employs app. 100 staff, produces >100 scientific articles annually and has a turnover of app. 6 Mil. €/year. Further institutional information is available at: www.ctfc.cat/en.

CTFC's research activity is organised around three programs: 1) Multifunctional Forest Management; 2) Landscape Dynamics and Biodiversity; 3) Bioeconomy and Governance. A Project Promotion Office gives support to all the researchers and technicians in managing projects.

CTFC coordinates a 4-year H2020 Green Deal Innovation Action project of 20 Mil. € on wildfire management, with 35 outstanding R+D partners and with Living Labs located all over Europe and Chile. The project kicks off in autumn 2021. This project promotes the integrated fire management within a resilient landscape strategy.

TERMS OF THE APPOINTMENT

- This contract may start on May 2022 (start could be advanced if available or delayed if necessary).
- It is a full-time position until November 2025 (with possibility of contract extension).
- The candidate will be based at CTFC in Solsona (NE Spain).
- The project Deputy coordinator would be in charge of the overall operational implementation of such project, supporting the Project Coordinator, and in close collaboration with the Project Manager and rest of the Coordination Team.
- The Project Deputy Coordinator may be involved in the project R+I tasks depending on their background.
- Project Deputy Coordinator is expected to regularly travel abroad for the purposes of the project.
- Based on CTFC labour categories, annual gross salary will be adjusted to the foreseen role (Project Principal Investigator) and will be commensurated with the specific profile of the selected candidate (qualifications and experience), ranging between 45.000 – 55.000 €/year.

TASKS

Key responsibilities will include:

- Close coordination with the Project Coordinator and the Project Manager.
- Overall project management, including guaranteeing the timely achievement of the planned deliverables and milestones, as well as the expected impacts.
- Daily operational management, including the coordination of the WP leaders and Living Lab coordinators. This covers operational decisions, monitoring progress, internal quality control, and technical reporting for the Periodic reports.

- Interaction communication with the EC project and financial officers.
- Project risk management, anticipating risks and handling mitigation measures.
- Actively promote and ensure gender equality and inclusivity.
- Development and implementation of a conflict resolution procedure, ensuring a smooth work environment among all consortium partners. Support to the Project Manager in the project data and responsible innovation management.
- Development and implementation of the Consortium Agreement.
- Implementation of the involvement of the Advisory Board and Associated Members within the project.
- Close interaction for the project financial management with the Project Manager, and support when needed.
- Regular contact with the consortium partners (and third parties when necessary).
- Coordination of the annual General Assemblies with all consortium partners, in collaboration with the Project Manager.
- Coordination of regular Project Management Team meetings, in collaboration with the project manager.
- Orchestration of the work of the different CTFC teams involved in the project.
- Coordination and supervision of the implementation of the Project Management Plan.
- Coordination and implementation of the project impact assessment.
- Reporting and support to the project coordinator in other activities (e.g. cooperation with other projects and networks).
- Support to (or lead of) project proposals and fundraising.
- Contribution to other project-related activities and tasks.
- Contribution to other institutional activities.

REQUIREMENTS

- PhD in forest management, or related discipline to the offer topic. Experience with the wildfire topic will be an asset.
- Open minded, understanding different scientific perspectives, and able to see the big picture.
- Alignment with the new paradigm of integrated fire management within a resilient landscape strategy.
- Experience in coordinating and/or managing international R+D projects related to the offer topic. Experience in European H2020 projects and in project proposal coordination is an asset.
- Strong communication, writing and reporting skills. Knowledge transfer activities and authorship of scientific or dissemination publications will be an asset.
- Ability to engage with stakeholders with proven experience in multi-actor projects and/or transdisciplinary research. Experience in the 4 helix of innovation, bridging the science-practitioners/business-public administration domains will be an asset.
- Experience in team management and readiness to work in multi-disciplinary teams in multi-cultural environments.
- Capacity to work under pressure.
- Experience in Responsible Research and Innovation (RRI), data management, conflict resolution, scientific communication, quantitative impact assessment and/or project governance is an asset.
- Proficiency in English and advance knowledge of Spanish, both spoken and written. Catalan is an asset.
- Solution-oriented person, adaptability to different type of tasks and flexibility. Proactive and independent worker.



- Proven analytical skills in gathering and interpreting information. Critical thinking and attention to detail.
- Corporative representation skills.
- Experience with Microsoft Office operating system and video-conferencing skills.

Integration policy: reservation of a place for staff with a certificate of recognized disability.

SELECTION PROCESS AND CRITERIA

The selection process is led by the Human Resources Area of CTFC. This process consists of:

1. **Admission of candidates:** applicants must submit a **curriculum vitae**, a **letter of intent** and two referees addressed to dep.personal@ctfc.cat, **until 25th February 2022**, extendable, indicating the reference code of the offer. All applications will be treated confidentially.
2. **Pre-selection:** verification of compliance with the minimum requirements of the offer.
3. **Selection (March-April 2022):** assessment of the preselected candidates by scoring based on objective criteria and interviews.
4. **Final decision:** in case of finding the suitable person, the election will be formally communicated to him/her, and the identification of the chosen person will be published on CTFC job openings section.

Further information: dep.personal@ctfc.cat