48_DIR_CS_PMS

Job Reference

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Position

Senior Research Project Manager - Computer Sciences

Data de tancament

Divendres, 15 Març, 2019
Reference: 48_DIR_CS_PMS
Job title: Senior Research Project Manager - Computer Sciences

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, and is a hosting member of the PRACE European distributed supercomputing infrastructure. 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 500 staff from 44 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

Context And Mission

We are looking for candidates to manage both a team of project managers working for the BSC’s Computer Sciences Department as well as their own portfolio of research groups, projects and proposals. Work will cover the full lifecycle of research projects from the preparation of proposals to the execution and closing of projects (including coordinated projects). The position will be based within the BSC’s Project Management Office (PMO) and will report directly to the Head of Research Support, Transfer and Dissemination (RSTD).

Key Duties

- Supervision of a Team. Supervise one or more project managers:
- Be the main point of contact for department directors and the head of RSTD. Maintain a strategic overview of their department’s objectives and the future opportunities and help the directors to plan and prepare to take maximum advantage of these opportunities.
- Distribute work and define, follow-up on and evaluate objectives for the project manager(s) under their responsibility.
- Take the lead in recruitment processes for project managers for their area if more resources are needed (due to workload, leaves of absence etc.).
- Make sure that relevant databases and control documents (SAP, proposals excel etc.) are complete and up to date for their area of 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 programmes
- Experience negotiating and managing contracts with public and private entities

#### 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 Research Support, Transfer and Dissemination Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Temporary - 2 years renewable
- 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: as soon as possible

**Applications Procedure**

All applications must include:

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

**Deadline**

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

**Diversity and Equal Opportunity Employment**

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.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación