



JOB OFFER: TEAM MANAGER FOR AN ERC RESEARCH PROJECT

JOB DESCRIPTION

For the European Research Council-funded research project *The Implications of Selective Information Sampling for Individual and Collective Judgments* led by Prof. Gaël Le Mens (<https://sites.google.com/view/gael-le-mens/home>), we are looking to hire a Team Manager.

The Team Manager will help the Principal Investigator (PI) and his team with various aspects of the research and communication processes, namely:

- Implementation and execution of online and laboratory experiments such as recruiting of participants, their payments, proofreading online surveys, or testing experiments.
- Dissemination of research results on scholarly literature platforms and to the broader community: planning, organizing and executing the communication strategy so as to maximize impact and visibility of the findings. Ensuring compliance with open access policies as required by the ERC.
- Assisting the PI with grant managerial aspects such as, inter alia, hiring and onboarding, budgeting and funds monitoring, and reporting.
- Any other research/managerial tasks to support the team members in their respective research activities, which may include proofreading and editing.

Job location: Barcelona, Universitat Pompeu Fabra, Department of Economics and Business (<https://www.upf.edu/web/econ>).

Please read carefully all the sections of this job advertisement. Only candidates fulfilling the required education, skills and experience will be considered for the position.

PROJECT DETAILS AND FUNDING INSTITUTION

European Research Council, Consolidator grant, under the H2020-EU 1.1 Excellent Science programme.

The Implications of Selective Information Sampling for Individual and Collective Judgments, 2018–2023.

ERC-2014-CoG-648398

Project website: <https://sites.google.com/view/gael-le-mens/erc-consolidator-project?authuser=0>

JOB REQUIREMENTS

Education Bachelor's degree or master's degree

Professional experience and skills

This position will suit someone familiar with academia and research management, used to liaising with a variety of university members and higher-education/research institutions. As such, previous experience as a research team assistant or similar role is a must.

The Team Manager is expected to work without supervision and provide all the support necessary to the PI and team members in a timely manner.

Basic requirements:

- Knowledge and/or experience in grant management, ERC-funded in particular.
- Familiarity with research-related aspects such as research dissemination or open science.
- Good level of English and Spanish or Catalan.

Highly valued skills and experience:

- Knowledge and/or experience of academic publishing; academic platforms; scholarly literature; bibliometrics.
- User knowledge of website editing, social media such as Twitter and LinkedIn.
- Knowledge of academic platforms like ORCID or ResearchGate.
- Experience in proofreading.
- Event organization.

MAIN TERMS AND CONDITIONS

Hiring institution: Universitat Pompeu Fabra (UPF). As a public institution, UPF is governed by Spanish and Catalan public law.

Type of contract: Research Support Staff (*Personal de Suport a la Recerca*).

Contract period: 1st January 2022–30th April 2023.

Working hours: 35 hours/week (full time).

Probationary period: 15 days.

Gross monthly salary: Between €2840 and €3500 depending on experience.

Work location: UPF Ciutadella Campus, Barcelona. Remote work is allowed two days a week.



Documents needed to process the contract:

1. Spanish ID or Identification Number for Foreigners (NIE)
2. Spanish Social Security Number (SS)
3. Bank account details in Spain
4. Certificate of bachelor's degree or master's degree
5. Passport (only for non-Spanish citizens)

Please note that non-EU candidates enrolled as students at the time of the contract will have to apply for a work authorization. Non-EU candidates not enrolled as students at the time of the contract should have a valid work permit.

Work authorization or work permit are compulsory for processing the contract.

INFORMATION ON THE APPLICATION PROCESS

CV, names, and contact details of two referees and copy of bachelor's/master's degree certificates should be sent to: **maria.laorden@upf.edu** at the earliest opportunity, but no later than 28th November 2021 23:00pm (UTC+1).

The evaluating committee will select the candidate between 29th and 30th November 2021. Shortlisted candidates will be invited for a short Skype interview. The successful candidate will be contacted via email.

FURTHER DETAILS

For further details, please contact:

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