

Scientific Communication Officer

Job Description

The Department of Political and Social Sciences at the Pompeu Fabra University (UPF) aims to incorporate to their team a Scientific Communication Officer. The main aim of the Department is to provide quality teaching, research and dissemination activities on a broad range of issues related to Political Science.

Given the need to further expand our dissemination activities, coupled to a desire to further increase our staff and providing an opportunity to young professionals, the department of Political and Social Sciences at UPF is offering:

1 Position for a Scientific Communication Officer

The main duties require:

- To promote the transfer of knowledge playing a leading role in the organization of dissemination activities (conferences, seminars, debates and workshops)
- To identify new channels to foster dialogue between academia and society on key relevant issues. To expand and deepen the communication and dissemination of science to scientific & non-scientific audiences.
- To assist and participate into the management of academic and dissemination research projects (e.g. National I+D projects, ERCs grants, EU Jean Monnet Actions, Erasmus Mundus, etc.)
- To identify strategic partnerships with relevant actors with a view to further contribute to the development of UPF's department as leading center of public policy.
- To be able to conceptualize & create new specific search content in any format (blog, video, podcast, infographics, press releases, etc.) and conducting research into potential new media opportunities.
- To manage all communication tasks related to research (management / updating of profiles on the web and scientific publications, Open Access, etc.)
- To explore the communication of each specific project/research or writing guides aimed at research staff (such as citation, scientific signature, etc.), among others.

Key-tasks and Responsibilities for the position:

- **Knowledge Transfer Management:** Organization of academic seminars, conferences, workshops and debates with scholars and civil society actors. Identification and implementation of new channels to further contribute to dissemination activities. Communication and dissemination of science to scientific & non-scientific audiences.
- **Communication Management:** To be able to conceptualize & create new specific search content in any format (blog, video, podcast, infographics, press releases, etc.) and conducting research into potential new media opportunities.

Job Requirements:

Academic background

- An advanced university degree (MA) in Social Sciences (Political Sciences or Sociology preferred) or Bachelor's degree in Social Sciences (Political Sciences or Sociology preferred) and MA in scientific communication or a related field.

Professional background

- DESIRABLE: Previous working experience as Knowledge Transfer Manager or Scientific Communication Officer

Languages

- High-level of English, Spanish and Catalan
- Knowledge of other European languages will be considered a plus (i.e. Italian, French)

Relevant competencies

- Experience in smart-working tools in the daily office: video-conferencing software (i.e. Zoom, Microsoft Teams, Google Meet, etc.); Google Package software (i.e. Google Drive for files management); Microsoft Office (particularly Word and Excel); ideally, basic knowledge of graphic design software (Adobe Creative Suite).
- Strong knowledge in Social Sciences (Political Sciences or Sociology preferred).
- Strong ability for multi-tasking and attending to several short, medium and long-term deadlines.
- Capability for adapting both to autonomous and coordinated tasks.
- An achiever mentality with a strong responsibility to complete each assigned task.
- A strong to-do attitude willing to provide feedback on duties.
- DESIRABLE: Previous experience in the management of institutional communication
- DESIRABLE: Experience in navigating National/EU public records and documents (i.e. MINECO documentation; EU portals for policy information and/or tenders and opportunities, etc.)

Job Conditions

- The selected candidate will be employed by the Department of Political and Social Sciences at UPF as Scientific Communication Manager
- Availability to begin working as soon as possible
- The gross salary will be between the range of 28.000 and 30.000 Euros according to the experience of the candidates.

How to Apply

- To apply for this position, all candidates should send their own CV and a Motivation / Cover Letter clearly justifying the interest and adequacy for the position.
- Applications should be sent via e-mail to secretaria.cpis@upf.edu no later than 1st May 2022.
- Please note that if an available candidate fulfills the requirements, the process may be closed beforehand.
- Prospective candidates will be invited to perform an online interview to discuss their profile more in detail. This will be instrumental to the selection of a final candidate.