

## Job Offer

### Academic and Talent Attraction Officer

The Institut de Ciències del Mar (ICM) is **the largest marine research centre** of the Spanish National Research Council (CSIC). It is also the first marine science centre to be accredited as a **Severo Ochoa Centre of Excellence**, a recognition to the institution's leadership in the field of marine research in Spain and to its commitment to create social impact.

Our goal is to develop **research of excellence** to inspire a society in harmony with the blue planet, in line with the values of the **United Nations Decade of Ocean Science for Sustainable Development (2021-2030)**.

For further information, please visit: <https://www.icm.csic.es/en>

#### The role and the team

We are recruiting an enthusiastic and highly motivated professional as Academic and Talent Attraction Officer at the ICM. The successful candidate will be integrated in the ICM's Research Support Office (RSO), and will carry out the tasks in coordination with the team of the Talent Development and Work Environment Unit of the RSO and the Directorate Team.

The successful candidate will be responsible for organizing and implementing **the ICM academic affairs** (undergraduate, master, doctoral), **and provide support to the career development of early career researchers** (including postdoctoral researchers).

#### Job description

The successful candidate will be involved in:

- Creating a liaison with universities and other ICM stakeholders in order to manage institutional Undergraduate, Masters and PhD programmes
- Participating in scientific talent attraction events, fairs and gatherings

- Defining and implementing the talent attraction strategy for promising young/early career candidates and for excellent experienced researchers. In collaboration with the Project Management Unit of the RSO, advise and provide management support to competitive attraction calls
- Contributing to the “ICM gender equality and diversity task force” and collaborating with the “ICM young researchers” community in aspects related with career development
- Supporting PhD and postdocs in the preparation of their career development plans
- Supporting the Work Environment unit in the implementation of the ICM Training plan and ICM mentoring programs
- Supporting the Work Environment unit in the organization of engagement activities for the ICM scientific community

## Requirements

### Professional experience

#### Must Have:

- experience in managing academic activities in an international and national research environment
- familiar with academic policies (enrolment periods, academic reporting, etc.)
- good knowledge of the Catalan and Spanish research ecosystem
- experience in project management in general

### Education and training

- A degree in experimental or social sciences and proven experience in positions related to career development strategies in academic organizations such as research centers, universities, etc.

### Languages

- Fluent in English, Spanish and Catalan (both written and spoken)

### Competences and IT skills

- Very good interpersonal communication, networking and team playing skills
- A well-organized person with attention to details



- Proactive, flexible, and problem-solving attitude.
- Proficient in basic IT skills (Excel, Power Point, Word, research management software, etc.)

## The offer

We are offering a contract with the following conditions:

- **Estimated annual gross salary:** Salary will range between 30.000€ and 37.000€ commensurate with qualifications and experience, and consistent with CSIC pay scales.
- **Working time:** Full-time contract with flexible working hours and possibility of teleworking up to 3 days a week. Read more about work-life balance [here](#).
- **Target starting date:** October 2023

The CSIC and all its research centers were awarded with the "[HR Excellence in Research](#)" seal in 2021. This recognition reflects our commitment to continuously improve our human resources policies in line with the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#).

Recruitment at ICM is open, transparent and merit-based, and all applicants compete on the same terms.

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*Interested candidates should send a cover letter and a CV **before September 10th** to:*

***[talent-osr@icm.csic.es](mailto:talent-osr@icm.csic.es)***

*Candidatures will be reviewed upon reception and a first round of interviews might take place before the deadline.*

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