

Event Lab Administrative Project Manager

The Event Lab at the University of Barcelona is a group specialising in Virtual Reality. We are a computer science group but also we carry out studies and applications in psychology.

Background

A European Research Council Advanced Grant at the University of Barcelona started in January 2018 running for 5 years. The grant is awarded to Dr Mel Slater, Director of the Event Lab (www.event-lab.org). We are seeking an Administrator who will be concerned with the financial, reporting and personnel aspects of the project.

Key Requirements

We offer an exciting opportunity for a Project Manager to manage an ERC Advanced Grant in the EventLAB laboratory (Head: Dr. Mel Slater).

The appointee should have experience of administrative management of European Projects. The appointee will be expected to carry out the following duties.

- Carefully planning the use of resources and monitor the progress of work, and ensuring that milestones and deliverables are met on time and within budget. anticipate possible problems and maintain excellent communication with the Principal Investigator and with the EC Project Officer. Keeping track of budget and effort spent. Organizing and participate in meetings, teleconferences, reviews and other events. Attending meetings with key funders/collaborators to discuss progress and ensuring cohesion between the different scientific themes of the programme and with the collaborating institutions, and ensuring good communication with key stakeholders.
- Manage the ERC-Adv grant finance (~2'3M). Monitor expenditure and make recommendations to Principal Investigator regarding budget. Liaise directly with funding body to ensure compliance and correct management of the grant. Preparing and submit high quality periodic reports on time to funder and University, including assistance with audits as necessary.
- Liaising with funding body to ensure compliance and correct management of the grant. Ensure compliance with contractual obligations.
- Ensure appropriate governance is adapted within the research programme, including the implementation of collaboration agreements and data access agreements, as appropriate, in liaison with the International Research Office. Managing processes



associated with access to samples and/or data generated through the programme of research. Taking the lead in negotiating, supervise the drafting and signing process of contracts (consortium agreements, NDAs, grant agreements, contracts with companies etc.) ensuring that the interests of the Institution and its researchers are protected.

- Other administration tasks arising on a day-to-day basis that are necessary to ensure the smooth-running of ERC-AdV grant, finances and other activities.

Skills/Qualifications

- Ability to project management a large grants, from financial and administrative perspectives.
- Significant experience of project management in a university environment.
- Knowledge of bodies funding EU scientific research.
- Successful applicants will have a excellent command of English, Catalan and Spanish.
- Related courses in project management and research project proposal preparation a plus.

If the candidate has prior research experience in psychology or computing would be an advantage and allow the successful candidate to participate in the research of the project part-time.

Availability required for November 2018.

Applications should be sent by email to melslater@ub.edu by no later than: 20th of October, 2018.

Emails that do not have the subject header as: “Administrative Project Manager Position” may not be considered. Applications should include a motivation letter and CV, and only PDF files will be accepted.