

## **SENIOR GRANTS ADVISOR**

### **Description**

The aim of this position in the International Research Projects Office (OPIR) of the Universitat de Barcelona (UB) is to contribute to the development of the pre-award support services for European research projects (individual and collaborative) in the Area of Sciences and Engineering UB. This support will focus on:

- Coordinated proposals or proposals where the UB has a major role.
- Individual proposals (for instance ERC and others)

On the one hand, there is an interest to prepare coordinated project proposals with the highest level, and on the other, there is the intention to support promising researchers for the preparation of individual proposals, for instance Starting and Consolidator Grants. For these reasons, we are looking for an expert Senior Grants Advisor who will be in charge of:

- Define and prioritize the lines of research in collaboration with the governing bodies of the area, and their fit with the existing funding calls.
- Raise awareness for the participation in EU grants by proactively disseminating funding information to researchers through workshops, seminars, etc.
- Evaluate the project proposals/ideas in order to select the ones with the highest quality and that best adapt to the existing calls in collaboration with the governing bodies of the area and the OPIR.
- Give constructive feedback on draft proposals (individual and collaborative) in order to prepare a well-structured and high-quality application which stands out.
- Advise researchers on the composition of the consortium if needed and on the content issues.
- In collaborative projects, liaise with internal and external partners to make sure that projects are well-balanced and in line with call objectives.
- Give assistance in the writing of the proposals (individual and collaborative).
- Maintain the administration and registration of funding applications in order to provide relevant management information to internal collaborators within the OPIR.
- Act as an advisor during the proposal and the negotiation stages in collaboration with the OPIR.
- Contribute to other activities carried out by the OPIR.

### **Requirements**

- Academic background (MSc or PhD), with an academic work and thinking level and proven affinity with Experimental Sciences research.
- Well-acquainted with HORIZON 2020 and other EC Directorates General research programmes.
- Interest in scientific research, and ability to link research topics with funding opportunities.

- Experience on grants writing.
- Good knowledge of legal and financial rules and procedures and other aspects such as Intellectual Property in the context of EU funded projects.
- Excellent written and verbal communication skills, both in English and Spanish.
- Excellent planning skills, ability to function well under stress when multiple applications need to be submitted for a specific deadline, and willingness to work flexibly to meet tight deadlines.

### **Competencies**

- Organisational and communication skills.
- Ability to work independently as well as in a team.
- Ability to interact constructively with a variety of stakeholders.
- Strong service orientation with a practical and proactive attitude.
- Professional and reliable.

### **Conditions of employment**

We offer you the opportunity to collaborate in the implementation of a new program to support the participation in European research projects for UB researchers.

We initially offer a 12-months contract, with the prospect of extending it in the event of proper functioning.

Salary conditions according to the qualifications, experience and profile.

### **Employer**

Fundació Bosch i Gimpera (FBG) of the Universitat de Barcelona.

### **Unit**

This position is linked to the Experimental Sciences Area and the International Research Projects Office (OPIR) of the Universitat de Barcelona.

The Experimental Sciences Area includes the Faculties of Physics, Chemistry, Earth Sciences and Mathematics and Computer Science.

The OPIR is a collaborative unit between the Universitat de Barcelona and the Fundació Bosch i Gimpera (FBG is in charge of the management of the UB European research projects), and plays a key role in the pre and post-award support for the submission of European and International research proposals. The employees are proactive, creative, and have a high customer orientation.

## Observations

Candidates must present the documents (cover letter and cv) through the following address: [borsadetreball@fbg.ub.edu](mailto:borsadetreball@fbg.ub.edu) before Juliol 20<sup>th</sup>, 2018.

When applying, please indicate the name of the position SENIOR GRANT ADVISOR.