

JOB ANNOUNCEMENT: Collection Manager [ICPJA005]
INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

Introduction. The ICP (<http://www.icp.cat>) is a research institute focused on vertebrate paleontology. It belongs to CERCA institution (Research Centers of Catalonia) and is linked to the Universitat Autònoma de Barcelona (UAB) in Cerdanyola del Vallès (Barcelona, Spain). It is a public research center established as a non-profit foundation with the Generalitat de Catalunya and the UAB as patrons.

Job description. The ICP is recruiting a full-time Collection Manager for the Fieldwork and Collections Management Area of the Research Support & External Services Department, with emphasis on collection work but also interim responsibilities as Fieldwork Officer. The recruitment process will be initially offered as a staff redeployment opportunity, in agreement with the provisions of the ICP recruitment protocol. If no suitable candidates apply or none reach the minimum final score required, the Steering Committee will consider reopening the call without the aforementioned restriction.

TYPE OF POSITION AND DEADLINES:			
Number of positions:	1	Reference:	ICPJA005
Job title:	Collection Manager	Professional category:	T2/T3
Starting date:	01/07/2020	Gross salary:	25,000/30,000 €
Publication date:	15/01/2020	Application deadline:	15/02/2020
BASIC INFORMATION:			
Type of contract:	Permanent		
Duration:	Indefinite after a probation period of 6 months		
Career progression:	If junior (T2), possibility to become senior (T3) in the future by means of internal promotion.		
Research Group/Area:	Fieldwork and Collections Management Area		
Workplace:	Primary: ICP Museum, c/ Escola Industrial 23, 08213 Sabadell, Spain Secondary: Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain; also at the field		
Working conditions:	-Full time job (37.5 h/week; 1786 h/year) -Teleworking opportunities (up to 15% working time)		
MINIMUM REQUIREMENTS:			
Academic Degree:	-For T2: Bachelor/Licentiate degree in life sciences discipline or Master in Paleontology, Anthropology, Heritage management, or similar -For T3: PhD in Biology, Geology, or equivalent		
Languages:	-Good level of spoken and written English, Spanish and Catalan		
Experience:	-For T2: experience in collections management and fieldwork -For T3: >1 year holding a position related to collections management and experience as director of paleontological interventions		
Expertise:	-For T3: >10 publications in SCI (JCR) journals -Intermediate user level of Microsoft Office (Excel, Word, PowerPoint...) -Experience with collections management software (e.g. MuseumPlus)		
DESIRABLE COMPETENCES:			

Academic Degree:	-For T2: PhD in Biology, Geology, or equivalent		
Languages:	-Advanced level of spoken and written English, Spanish and Catalan		
Experience:	-Experience in the service provision within the business sector		
Expertise:	-Experience with Adobe software (Acrobat, PhotoShop, Illustrator...) and GIS software programs		
CONTACT DETAILS:			
Name:	David M. Alba	Position:	Director
Phone number:	+34 5868604	email address:	direccio@icp.cat
HOW TO APPLY:			
Procedure:	All the documents must be in English (PDF format) and emailed to the contact person (Re: ICPJA005)		
Documents:	All applicants must provide a motivation letter and an extended CV. The Selection Committee may request additional justification of merits at any stage of the recruitment process. The selected candidate will be requested a copy of academic titles and social security's occupational history/work contracts before formalizing contract		

Selection Criteria. The weight of the various selection criteria (in %) is specified in the table below. During the shortlisting phase, each eligible applicant will be assigned a 0-10 score to each criterion. During the evaluation phase, shortlisted candidates will be assigned a 0-10 score to each merit included in the selection criteria, each with a corresponding percentage determined by the Selection Committee before the call is closed. Final scores will be modulated by the results of an interview and career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	15%	E. Working experience	25%
B. Language skills	5%	F. Software skills	15%
C. Research outputs	20%	G. Other merits	5%
D. Fundraising abilities	5%	H. Adequacy of the candidate's profile	10%

OTM-R. The ICP endorses the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers that define the EU Human Resources Strategy for Researchers (HRS4R), and since 2018 holds the HR Excellence Award of the EU. Therefore, the ICP is fully committed to open, transparent and merit-based recruitment (OTM-R), in order to ensure that the best person for a job is recruitment as well as to guarantee equal opportunities among candidates. The internal regulations that apply to this job description are available on the document entitled "ICP Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians", which is publicly available from the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Recruitment_Protocol.pdf).

Non-discrimination. The Non-Discrimination Committee of the ICP will oversee the recruitment process to prevent any kind of discrimination by reason of gender, sexual preference, language, ethnicity, geographic origin, functional diversity, or any other reason unrelated to scientificotechnical merits. Applicants are responsible to provide the necessary personal information related to career breaks (due to parental and medical leaves, unemployment, part-time contracts, etc.) if any of the provisos included in the recruitment protocol apply to the computation of career

duration. The ICP aims to guarantee equal opportunities to all candidates and intends to promote a balanced sex ratio. Therefore, the application by female candidates is strongly encouraged.

Confidentiality. The ICP complies with applicable laws of personal data protection and guarantees the confidentiality of all the personal data provided by the candidate, which will solely be used for the purposes of the current recruitment process.

JOB DESCRIPTION: Collections Manager [ICPJA005]
INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

Fieldwork and Collections Management Area. The Fieldwork and Collections Management Area is framed within the Research Support & External Services Department. This department aims to boost remunerated external services provided to third parties, as well as to improve the coordination between the various areas involved in research support. The Collection Manager would work under the supervision of the Head of the Area. On an interim basis, the recruited candidate would also perform the role of Fieldwork Office up to one-third of working time. Further details on the organization and both academic and non-academic personnel of the ICP can be found on the ICP Organization Chart available from the ICP website (http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf).

Technician profile. The ICP aims to recruit a highly motivated Collection Manager to join the Research Support & External Services Department. Both junior (T2) and senior (T3) applicants are welcome, depending on past experience, academic background and skills. Remuneration will vary accordingly, within the gross salary margins established by the ICP Salary Scale: junior (T2) = 25,000 €; senior (T3) = 30,000 €.

Main responsibilities. The main responsibilities of the Collection Manager and Fieldwork Officer professional categories at the ICP are the following:

1. Management, inventorying and cataloging of ICP paleontological collections.
2. Coordination of the collections temporary staff, practicum students and volunteers.
3. Support to ICP researchers in relation to queries about ICP collections.
4. Support to external researchers in relation to queries about ICP collections, in coordination with ICP research groups.
5. Elaboration and update of internal protocols related to the management of ICP collections.
6. Collaboration in the elaboration and update of internal protocols related to the conservation of fossils from the ICP collections.
7. Fundraising initiatives related to conservation activities.
8. Participation in conservation courses (co-)organized by the ICP.
9. Administrative transactions and formalities to have the ICP collection in order.
10. Coordination with the Head of the Preparation & Conservation Area with regard to the conservation of fossils from the collection.
11. Teaching in master degrees.
12. As Fieldwork Officer, management of paleontological fieldwork external services.
13. As Fieldwork Officer, planning and direction of planned and emergency paleontological interventions of prospection, excavation and/or sampling.
14. As Fieldwork Officer, participation in planned and emergency paleontological interventions of prospection, excavation and/or sampling.

15. As Fieldwork Officer, screen-washing, microvertebrate sorting, and other field or lab support activities in the framework of paleontological fieldwork directed by ICP researchers or technicians.
16. As Fieldwork Officer, elaboration of field memoirs and reports.
17. As Fieldwork Officer, collaboration with regard to the inventoring and management of ICP storehouses.

Evaluation details. The merits included in each evaluation criterion will be determined by the Selection Committee before receiving the applications. Each member of the Selection Committee will assign to each merit a 0-10 score (0–2.4 = deficient; 2.5–4.9 = insufficient; 5.0–6.9 = sufficient; 7.0–8.9 = very good; 9.0–10.0 = excellent) and an average score will be computed for each. Average merit scores will be used to compute weighted average selection criteria scores, and the sum of the latter will be the total raw scoring of the candidate. An interview by ICP members of the Selection Committee will be mandatory for all shortlisted candidates. Each member of the committee will rate the interview (excellent = 1.25; good = 1.15; neutral = 1.0; bad = 0.85; terrible = 0.75) and a correction factor computed as the arithmetic mean of the interview ratings. The final scoring will be computed as corrected scoring * interview correction factor. Candidates will be prioritized based on their final scoring.

Career progression. If junior (T2), the recruited candidate will eventually have the opportunity to become senior (T3) following the procedures of internal promotion specified in the ICP recruitment protocol. The Head of the Fieldwork & Collections Management Area is appointed by the ICP Director among the staff of this area, and such an appointment bears an associated salary supplement (2,000-4,000 €).