

## JOB ANNOUNCEMENT: Communication Technician [ICPJA016] 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 Communication Technician specializing on science communication and graphic design to join the Communication & Scientific Dissemination Area.

TYPE OF POSITION AND DEADLINES:			
<b>Number of positions:</b>	1	<b>Reference:</b>	ICPJA016
<b>Job title:</b>	Communication Technician	<b>Professional category:</b>	T2
<b>Starting date:</b>	01/04/2024	<b>Gross salary:</b>	22,000 €
<b>Publication date:</b>	01/12/2023	<b>Application deadline:</b>	15/01/2024
BASIC INFORMATION:			
<b>Type of contract:</b>	Permanent		
<b>Duration:</b>	Indefinite after a probation period of 6 months		
<b>Career progression:</b>	Gross salary might increase over years; possibility to promote to T3 technician		
<b>Research Group/Area:</b>	Communication & Scientific Dissemination Area		
<b>Workplace:</b>	Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain		
<b>Working conditions:</b>	-Full time job (37.5 h/week; 1605 h/year) -Teleworking opportunities (up to 30% working time)		
MINIMUM REQUIREMENTS:			
<b>Academic Degree:</b>	Diplomate/Graduate degree + Master in Science Communication, History of Science or equivalent		
<b>Languages:</b>	Good level of spoken and written English Advance level of spoken and written Spanish and Catalan		
<b>Experience:</b>	1,5 years of experience in scientific communication		
<b>Expertise:</b>	Science writing, graphic design, content manager systems		
DESIRABLE COMPETENCES:			
<b>Academic Degree:</b>	Courses on illustration and graphic design		
<b>Languages:</b>	Advanced level of spoken and written English		
<b>Experience:</b>	2 years of experience in scientific communication		
<b>Expertise:</b>	Community management and email marketing platforms		
CONTACT DETAILS:			
<b>Name:</b>	José A. Fuentes	<b>Position:</b>	General Manager
<b>Phone number:</b>	+34 5868616	<b>email address:</b>	<a href="mailto:gerencia@icp.cat">gerencia@icp.cat</a>
HOW TO APPLY:			
<b>Procedure:</b>	All the documents must be in English, Catalan, or Spanish (PDF format) and emailed to the contact person (Re: ICPJA016)		
<b>Documents:</b>	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 career duration.

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

**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](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, professional and/or academic 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: Communication Technician [ICPJA016]** **INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)**

**Communication & Scientific Dissemination Area.** The Communication & Scientific Dissemination Area is framed within the Outreach & Communication Department. This department aims to improve internal communication as well as to better coordinate external communication, scientific dissemination and outreach activities. The Communication Technician will work under the supervision of the Head of the Area, who in turn is the Head of Department. 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](http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf)).

**Technician profile.** The ICP aims to recruit a highly motivated Communication Technician (T2 professional category) for the Communication & Scientific Dissemination Area. The candidate must have experience in scientific communication, media content creation, social media management, graphic design, text editing and typesetting, and digital photography edition. Gross salary will initially consist of 22,000 €, with possibility to increase beyond that stipulated by salary increases determined by law for the personnel of the public sector of the Generalitat de Catalunya after the initial three years (see career progression below).

### **Main responsibilities.**

1. Write and publish content on the ICP website and social networks.
2. Write and distribute press releases to mass media under the supervision of the Head of the Area.
3. Update the ICP journalists database.
4. Create and send periodic internal and external newsletters.
5. Organize and design posters for internal communication talks.
6. Taking and editing photos.
7. Support the Head of the Area in organizing events.
8. Design print and electronic dissemination materials.
9. Support communication activities of the ICP Museum and local interpretation centers and museums with specific agreements in this regard with the ICP.
10. Collaborate in the organization of temporary and permanent exhibitions at the ICP Museum.
11. Collaborate in the design of logos, webpages, and documents produced by the ICP.

**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.** Beyond annual salary increases stipulated by law for personnel of the public sector of the Generalitat de Catalunya, after the initial three years gross salary may increase further

within the margins established by the ICP Salary Scale for T2 category, depending on professional development, accumulated experience, and attested performance. There is a possibility for Communication Technicians to reach T3 level by means of internal promotion mechanisms established at the ICP.