

JOB ANNOUNCEMENT: General Manager [ICPJA015]
INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

Introduction. The ICP (<http://www.icp.cat>) is a research institute focused on vertebrate paleontology. It is a CERCA (Research Centers of Catalonia) institute and is located at 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 trustees.

Job description. The ICP is recruiting a full-time General Manager that will also become the Head of the Management & Human Resources Department.

TYPE OF POSITION AND DEADLINES:			
Number of positions:	1	Reference:	ICPJA015
Job title:	General Manager	Professional category:	T3
Starting date:	01/07/2023	Gross salary:	60,000 €
Publication date:	01/04/2023	Application deadline:	30/04/2023
BASIC INFORMATION:			
Type of contract:	Permanent senior management contract.		
Duration:	Indefinite		
Career progression:	Not applicable		
Research Group/Area:	General Manager + Head of the Management & Human Resources Department		
Workplace:	Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain		
Working conditions:	-Full time job (37.5 h/week; 1786 h/year) -Teleworking opportunities (up to 30% working time)		
MINIMUM REQUIREMENTS:			
Academic Degree:	-University degree: Licentiate or Bachelor+Master in economics and/or business management (or similar degree)		
Languages:	-Good level of spoken and written English and Catalan		
Experience:	-5 years in entities of the public sector -Experience in human resources management		
Expertise:	-Advanced user level of Microsoft Office (Excel, Word, PowerPoint...) -Experience with the use of Enterprise Resource Planning (ERP) software		
DESIRABLE COMPETENCES:			
Academic Degree:	-Additional masters or courses in public administration		
Languages:	-Advanced level of spoken and written English		
Experience:	-Experience as general manager of a CERCA center		
Expertise:	-Experience with SAP Business One software (or equivalent)		
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 (Ref. ICPJA015)		
Documents:	All applicants must provide a motivation letter, two reference letters, 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 the 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	10%	F. Software skills	5%
B. Language skills	5%	G. Knowledge transfer	5%
C. Managerial experience	20%	H. Other merits	5%
D. Financial & fundraising experience	20%	I. Adequacy of the candidate's profile	20%
E. Human resources experience	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 recruited 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 because of gender, sexual preference, language, ethnicity, geographic origin, functional diversity, or any other reason unrelated to scientifico-technical 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: General Manager [ICPJA015] **INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)**

The General Manager and the Management & Human Resources Department. The General Manager is the second one in the executive and managerial hierarchy below the Director. Both have multiple functions and responsibilities, including some specific of these positions, as well as others delegated by the Board of Trustees, which is the highest governing, administrative and representative organ of the ICP. In particular, the General Manager has chief administrative officer functions, including the financial, accounting and treasury management, as well as public procurement and tendering, and preparation of the documentation required to elaborate the annual accounts and balance sheet. According to the ICP bylaws, it is appointed by the Board of Trustees upon proposal by the Director. However, based on the Law of Science of the Generalitat de Catalunya, the General Manager must be selected following an OTM-R process in which the Board of Trustees participates.

The General Manager oversees two technical departments of the ICP (Outreach & Communication and Research Support & External Services) and is also the Head of the Management & Human Resources Department. Together with the Director (who is also the Head of the Research Department), the General Manager and the two other Heads of Department constitute the Steering Committee of the ICP—a consulting and decision-making organ designated by the Director involved in planning, organizational, foresight, strategic, decision-making, and advisory functions. In turn, the Management & Human Resources Department aims to improve and give visibility to ICP human resources policies within the context of the implementation of HRS4R and includes two areas: Maintenance and Administration. The General Manager is the Vice-Chair of the Steering Committee and also the Chair of the HRS4R Implementation Committee and Member of the Information Systems Security Committee of the ICP. 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).

General Manager profile. The ICP aims to recruit a highly motivated and experienced General Manager that will also become the Head of the Management & Human Resources Department of the ICP. Remuneration will consist of an annual gross salary of 60,000 €, including a base salary of 35,000 € + a salary supplement of 25,000 €, in agreement with the salary range approved at the ICP.

Main responsibilities. The main responsibilities of the General Manager professional category at the ICP are the following:

1. Chief administrative officer functions at the ICP, including the financial, accounting and treasury management, as well as administrative contracting and preparation of the documentation required to elaborate the annual accounts and balance sheet.
2. Execution of contracts and tenders for works, services and supplies (by delegation of the Board of Trustees).
3. Management of ICP human resources (Head of the Management & Human Resources Department).
4. Management of treasury borrowing operations.
5. Overseeing the state and proper functioning of ICP assets, including their inventory.
6. Execute ordinary financial actions and management of the ICP budget (with limitations, and by delegation of the Board of Trustees).
7. Act as tendering body of the ICP (with limitations, and by delegation of the Board of Trustees).
8. Formalization and termination of work contracts (by Delegation of the Director).

9. Management of the ICP real estate and hiring of damage, fire and civil liability insurances to protect the assets and facilities of the ICP (with limitations, and by delegation of the Director).
10. Assisting the Director in annual budget planning and justification, and accountability and proposal to the Board of Trustees of the annual budget of the ICP (by delegation of the Director).
11. Assisting the Director in the administrative and judicial representation of the ICP.
12. Accountability with regards to all of the above-mentioned tasks to the Board of Trustees and the Director.
13. Vice-Chair of the Steering Committee.

Furthermore, as Head of the Management & Human Resources Department, the ICP General Manager also has the following responsibilities:

1. Management of ICP human resources (including recruitment).
2. Coordination of the following Areas: Maintenance and Administration.
3. Implementation and coordination of safety at work initiatives at the ICP.
4. Agreements with research associates and other persons and institutions.
5. Supervision of the Administrative Officer with regard to the justification of competitive project funds expenditures and the administration of the ICP basal budget.
6. Supervision of the Maintenance Technician with regard to the inventorying and management of ICP storehouses and the maintenance of the ICP Museum building.
7. Contact with the persons in charge of security, safety at work and maintenance at the ICTA-ICP building within the UAB university campus.
8. Devising the policies and initiatives of continuous training to the ICP staff.

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. Given the nature of the position, career progression does not apply.