

JOB ANNOUNCEMENT: Head of Area - Senior IT Technician [ICPJA013]
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 part-time senior IT Technician to join and be the Head of the Information Technology Area of the Research Support and External Services Department.

TYPE OF POSITION AND DEADLINES:			
Number of positions:	1	Reference:	ICPJA013
Job title:	Head of Area - Senior IT Technician	Professional category:	T3
Starting date:	01/05/2023	Gross salary:	15.000 €
Publication date:	23/01/2023	Application deadline:	28/02/2023
BASIC INFORMATION:			
Type of contract:	Permanent		
Duration:	Indefinite after a probation period of 6 months		
Career progression:	Gross salary might increase over years		
Research Group/Area:	Information Technology Area		
Workplace:	Primary: Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain Secondary: ICP Museum, c/ Escola Industrial 23, 08213 Sabadell, Spain		
Working conditions:	-Part time job		
MINIMUM REQUIREMENTS:			
Academic Degree:	-Bachelor's degree (graduate or equivalent) in Computer Sciences		
Languages:	-Good level of spoken and written English and Catalan		
Experience:	-5 years of experience in systems administration -5 years of experience in IT governance		
Expertise:	-Intermediate user in design and configuration of Microsoft Active Domain Networks -Certification ITIL Foundation		
DESIRABLE COMPETENCES:			
Academic Degree:	-Postgraduate degree or Master's degree in Information Security or equivalent -Attendance to specialized courses in related subjects		
Languages:	-Good level of spoken and written English, and advanced level of Spanish and Catalan		
Experience:	-IT consulting in IT architectures and best practices in IT departments -Experience in IT management in public research institutions or universities, preferentially in CERCA centres.		
Expertise:	-Certification ITIL v4 Managing Professional or equivalent -Project Management Professional -Advanced user level of SAP Business One software (or equivalent)		
CONTACT DETAILS:			
Name:	David Basanta	Position:	Project Manager

Phone number:	+34 5868766	email address:	david.basanta@icp.cat
HOW TO APPLY:			
Procedure:	All the documents must be in English or Catalan (PDF format) and emailed to the contact person (Re: ICPJA013)		
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 career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	15%	D. Software skills	22%
B. Language skills	7%	E. Other merits	5%
C. Working experience	35%	F. Adequacy of the candidate's profile	16%

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.

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Information Technology Area. The Information Technology Area is framed within the Research Support and External Services Department. This department coordinates the research support activities provided by ICP technicians to ICP researchers and designs and coordinates the remunerated external services provided by the ICP to third parties. The IT technician works under the supervision of the Head of the Department and in collaboration with the General Manager and the Research 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).

Technician profile. The ICP aims to recruit a highly motivated IT Technician (T3 professional category) for the Research Support & External Services Department, with solid experience in IT system management, desirable competences in ITIL and Project Management and IT support to the institutional researchers. Gross salary will initially consist of 15,000 €, which includes the T3 technician salary plus the Head of Area supplement, with possibility to increase beyond CPI after the initial year.

Main responsibilities. The main responsibilities of the IT Technician at the ICP are the following:

1. Supervision and maintenance of ICP information technology infrastructure (hardware and software)
2. Maintenance and management of ICP email addresses.
3. Support to the Head of the Communication & Scientific Dissemination Area with regard to the maintenance of websites managed by the ICP (including those of local interpretation centers and museums with specific agreements in this regard with the ICP)
4. IT support and consultancy to ICP researchers and non-research 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. Beyond annual salary increases depending on CPI (consumer price index) inflation, after the initial year gross salary may increase further within the margins established by the ICP Salary Scale for T3 category (up to 34.938 € in 2022, full time position) and the Head of Area (higher technician) supplement (up to 4368 € in 2022, full time position), depending on professional development, accumulated experience, and attested performance.