

## Job Offer

### Junior Talent Development and Work Environment Officer Covering Maternity Leave

The Institut de Ciències del Mar (ICM) is **the largest marine research centre** of the Spanish National Research Council (CSIC). It is also the first marine science centre to be accredited as a **Severo Ochoa Centre of Excellence**, a recognition to the institution's leadership in the field of marine research in Spain and to its commitment to create social impact.

Our goal is to develop **research excellence** to inspire a society in harmony with the blue planet, in line with the values of the **United Nations Decade of Ocean Science for Sustainable Development (2021-2030)**.

For further information, please visit: <https://www.icm.csic.es/en>

### The role and the team

We are recruiting an enthusiastic and highly motivated professional to cover a maternity leave as Talent Development and Work Environment Officer at the ICM to help develop the ICM's Strategic Plan 2021-2024 funded through the Severo Ochoa Excellence Award. The successful candidate will be integrated in the ICM's Research Support Office (RSO), and will carry out the tasks in coordination with the team of the Talent Development and Work Environment Unit of the RSO and the ICM Directorate.

The successful candidate will be responsible for implementing several activities and actions related to **talent attraction of young researchers** and **talent development of ICM staff**, ensuring high quality, efficient processes and timely delivery.

## Job description

The successful candidate will be involved in:

- **Talent attraction:** support and publicize research vacancies and host offers; support candidates in the application for competitive fellowships; manage internal calls of ICM fellowships (JAE program and other internships); coordination and attendance to talent attraction events & fairs.
- **Talent development:** logistical and organizational support to the implementation of the in-house training catalogue (registration, contact with trainers and trainees, course follow-up, budgeting, etc.) and to the deployment of the in-house PhD mentoring program (kick-off meeting, mentor & mentee coordination, program follow-up, etc.).

## Requirements

We are looking to hire a professional that:

- Holds a degree in experimental or social sciences; or a higher degree training course (CFGs) in administration and management.
- Has very good interpersonal communication and networking skills and is a team player.
- Is a precise, with attention to details, and well organized person.
- Shows a proactive, flexible, and problem-solving attitude.
- Is fluent in English, Spanish and Catalan (both written and spoken).
- Is proficient in IT skills (Excel, Power point, Word, research management software, etc.)

Additionally, it will be valued if you have proven experience in positions related to mentoring/scientific career development strategies or in project management or pre-award departments in research institutions (especially in fellowship applications).



## The offer

We are offering a contract to cover a maternity leave with the following conditions:

- **Length of the contract:** The expected length of the contract is 4 to 6 months, but might be extended, depending on the institutional needs.
- **Estimated annual gross salary:** Salary is commensurate with qualifications and experience, and consistent with our pay scales.
- **Target starting date:** Mid April 2022.
- **Work place:** Depending on health situation, home office and presential work might be required.

The ICM is experiencing an intense institutional growth and continuous needs for new recruits are arising. An extension of the contract could be considered depending on the needs of the ICM.

CSIC and all its research center were awarded with the "[HR Excellence in Research](#)" seal in 2021. This recognition reflects our commitment to continuously improving our human resources policies in line with the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#).

Recruitment at ICM is open, transparent and merit-based, and all applicants compete on the same terms.

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*Interested candidates should send a cover letter and a CV **before March 13<sup>th</sup>** to:*

**[severo-ochoa@icm.csic.es](mailto:severo-ochoa@icm.csic.es)**

*Candidatures will be reviewed upon reception and a first round of interviews might take place before the deadline.*

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