

**LifeWatch-ERIC**

e-Science European Infrastructure  
for Biodiversity and Ecosystem Research



## **Service Centre**

*Interim Chief Communication Officer*

*Terms of reference*

20 July 2018

## Job description

JOB TITLE: Interim Chief Communication Officer

LOCATION: LifeWatch-ERIC Service Centre premises in Lecce (Italy)

Position: Full-time, four-month term

## Main accountabilities

- I. She/he will directly report to the Chief Executive Officer and to the Service Centre Director for the communication activities of LifeWatch ERIC.
- II. She/he will be in charge of the LifeWatch ERIC Communication Office, ensuring the coordination and management of its daily work and activities at the European level, coordinating with the Common Facilities and national nodes' scientific communication officers
- III. She/he shall be committed to promote the LifeWatch-ERIC brand, products/services and VREs
- IV. She/he will be responsible of co-designing the scientific communication strategy of the infrastructure, and its implementation, including the definition of the editorial line of websites, social media and newsletters, coordination of multi media content production for website, social media, dissemination materials and support training content production
- V. She/he will be responsible for the organisation of scientific events and coordination of LifeWatch ERIC participation to exhibitions and major conferences, and relations with scientific media and specialised press

## The ideal candidate should meet the following requirements

- Have a higher university degree or equivalent qualifications in Communication Sciences, Journalism, Marketing and Public Relations.
- At least 10 years of accredited professional experience as communication officer at the European level in research infrastructures, universities, agencies, European institutions and international organisations
- At least 5 years of accredited professional experience in communication of science, in particular in the area of biodiversity and ecosystem research and bioinformatics, as responsible for the design and implementation of communication and dissemination activities for research infrastructures facilities, universities, projects

- Accredited professional experience in institutional communication, as officer responsible for the design and implementation of communication and dissemination activities for International/European institutions and entities and policy making bodies, relations with international high level political and public representatives
- Accredited professional experience on international projects and initiatives on biodiversity and ecosystem
- Have proven organisation, management and communicative skills, be keen in working in team and international environment and multi language contexts
- Have excellence in writing and editing as well as spoken fluency in English (C2 level). Skills in other European working languages are beneficial
- Be available to travel abroad for the specific working needs of this position.

## The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae\* (EUROPASS format, 6 pages at the most) should be submitted to the Service Centre Interim Director ([alberto.basset@lifewatch.eu](mailto:alberto.basset@lifewatch.eu)) and in cc to LifeWatch-ERIC CEO ([ceo@lifewatch.eu](mailto:ceo@lifewatch.eu)) by **July, 30<sup>th</sup> 2018**
- Shortlisted candidates will be contacted directly by the LifeWatch-ERIC Service Centre Interim Director
- Candidates may be called for an interview with the LifeWatch-ERIC Service Centre Interim Director
- She/he will be appointed for a four-month period and can be renewed. A competitive salary, based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy and follow Italian employment law
- This position is a full-time job. Her/his main office will be located at the Service Centre premises in Lecce without prejudice of the establishment of others in the future.
- Start date in office for the appointed Interim Chief Communication Officer: **September 3<sup>rd</sup> 2018.**

\* Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: '*I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)*' will be automatically deleted from our database and consequently not taken into consideration.