

ENVRI-FAIR and EOSC FUTURE Training Officer

Vacancy – Terms of reference

A. Job description

JOB TITLE: ENVRI-FAIR and EOSC FUTURE Training Officer

PURPOSE: The Training Officer is a specialist who develops, facilitates and supervises training programmes including eTraining and eLearning offers. S/he assesses needs, implements training and development plans, and facilitates a wide variety of training programmes that enhance the effectiveness of both the workforce and the training services

LOCATION: Service Centre premises in Lecce, Italy

POSITION: Full-time, 12 months, with possibility of renewal

FUNDING RESOURCES: Project H2020 ENVRI-FAIR and EOSC FUTURE

B. Main responsibilities

- S/he will work under the supervision of and directly report to the SC Director;
- S/he will directly report to the Service Centre for the continuous development of the LifeWatch ERIC Official eTraining and eLearning Catalogue and Platforms and for the quality check and development of the training material;
- S/he will identify and assess the training needs of the organisation through job analysis, career paths and consultation with managers;

- S/he will develop training manuals that target tangible results and implement effective and purposeful training methods;
- S/he will drive brand values and philosophy through all training and development activities;
- S/he will effectively communicate with team members, trainers and management, create a curriculum to facilitate strategic training based on the organisation's goals;
- S/he will select and manage resources, including working with both internal employees and training vendors to develop and deliver training;
- S/he will collaborate with the technical personnel required to develop, manage and deliver training;
- S/he will keep abreast of training trends, developments and best practices.

C. The ideal candidate should meet the following requirements

- Have a university degree or equivalent qualifications, with, preferably, a background in Biological and Environmental Sciences, Social Sciences and Humanities or equivalent;
- At least 3 years of accredited professional experience in training and development management, preferably in universities, European projects, research centres of international initiatives and organisations;
- Accredited working experience in international research groups or initiatives or organisations, in particular within large European project consortia and programmes (Horizon2020, Cost Action, Life, etc.) in the field of biodiversity and ecosystems;
- Familiar with traditional and modern training processes;
- Highly computer literate and related business and communication tools;

- Fluency in written and spoken English. Skills in other European working languages are beneficial;
- Proven organisation and communication skills, keen on working in teams and under tight deadlines, and in international environment and multi-language contexts;
- Strategic and creative mindset;
- Availability to travel abroad for the specific working needs of this position.

D. The vacancy is subject to the following procedure

- A **short covering letter and Curriculum Vitae**¹ (EUROPASS format and annexes, 4 pages at the most) shall be written in English and addressed to the Director of the LifeWatch ERIC Service Centre by **26 July 2022**. Please use the **form** available at this **link**: <https://zfrmz.eu/00Tg7m9cfVR050h9fXlp>;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview with the Director of the LifeWatch ERIC Service Centre. Interviews will take place from **28 July 2022 – 12 August 2022**;
- She/he will be appointed for a 12-month period. A competitive gross salary, €33,000.00 - €40,000.00 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 full-time. Her/his main office will be located at the Service Centre premises in Lecce, Italy, without prejudice to the establishment of others in the future;

¹Special 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.



- The start date in office for the **ENVRI-FAIR Scientific Community Networking Officer** is **01 September 2022**.

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.