

Seville, 7 July 2022

Workflow Requirements Analysis and Content Development Assistant (WRACDA)

Vacancy – Terms of reference

A. Job description

JOB TITLE: Workflow Requirements Analysis and Content Development Assistant -WRACDA-

LOCATION: LifeWatch ERIC ICT-Core premises in Andalusia (Spain)

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain - Andalusia ERDF Projects Framework 2014 - 2020 (POPE)

B. Main responsibilities

I. S/he will work under the supervision of, and always directly report to, the LifeWatch ERIC PI of the Andalusia ERDF projects and CTO and Head of ICT Office, and/or a person delegated by the aforementioned person;

II. S/he will be responsible for the documents custody chain in relation to the management of the gathering process of workflow clients' requirements, and their further implementation supervision by using proper Quality Assurance methodologies and standards;

III. S/he will be responsible for the inventory: Managing external providers' offers analysis and purchase activities related to scientific and technology equipment (laboratory instrumentation, etc.), thus supporting the different project PIs to make a final decision and select the optimal choice in this regard, when possible;

IV. S/he will support the organisation and participation in events to do with scientific and technology aspects related to the projects, including capacity building and training activities.

C. The ideal candidate should meet the following requirements:

- A Bachelor's Degree in Biotechnology;
- A Master's Degree in Medical Research, particularly in the Clinical-Experimental field will be taken into consideration;
- Minimum 2 years' experience in BioTech laboratories analytical methods Quality Assurance and Documentation activities;
- Accredited professional experience in innovation projects in Biotech/Medical Industries and Laboratories companies;
- Excellent presentation and reporting skills, fluency in written and spoken English (LifeWatch ERIC Official language) and Spanish (ICT-Core premises hosted by Spain);
- Knowledge of other European languages will be taken into consideration;
- Advanced knowledge of MS Office (Access, Word, Excel, Power Point, Visio);
- Proven organisation and communication skills, proactivity, capacity to work in teams and under tight deadlines, in international environments and multi-language contexts;
- Be available to travel abroad according to the specific working needs of this position;

- High-standard work ethic.

ASSETS

- IT skills: Proficiency in Bioinformatics and Medical software packages (e.g., PCR systems);
- Statistical software packages applied to BioTech Databases: MS Excel, IBM SPSS and/or similar;
- Understanding of structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), in particular ICT, biodiversity and ecosystem areas.

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 submitted to the Chief Technology Officer-Director ICT Core cto@lifewatch.eu and in cc to ictoffice@lifewatch.eu by **21 July 2022**. Please write **“Workflow Requirements Analysis and Content Development Assistant -WRACDA- ”** in the email subject;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/he will be appointed for an 18-month period, yearly renewable. A competitive gross salary, based on the qualifications and experience of the candidate, will be offered.

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.

- Employment will be in Spain, follow Spanish employment law and be subject to a 180-day trial period;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core premises in Seville (Spain), without prejudice of the establishment of others in the future;
- Start date in office for the appointed person: **July 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.