

Seville, 12 December 2022

Data Analytics Project Manager -DAPM-

Vacancy – Terms of Reference

A. Job description

JOB TITLE: LifeWatch ERIC Data Analytics Project Manager -DAPM-

LOCATION: LifeWatch ERIC ICT-Core offices in Seville, Andalusia (Spain)

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain – Andalusia FEDER ANDALUCÍA Project Framework 2014-2020

COMPENSATION: Competitive salary, commensurate to degrees and relevant experience

B. Main responsibilities

The DAPM will work under the supervision of, and directly report to, the PI of LifeWatch ERIC for the ERDF Projects, the CTO/Head of ICT-Core and FEDERTECH Offices, and/or the person(s) he may delegate. S/he will assist in the application of data analytics techniques to the above projects, applying patterns, techniques and developing methodologies to assist in better decision-making. For that purpose:

- S/he will hold a position which requires multi-, inter- and trans-disciplinary ICT skills accrediting proven experience for overseeing the creation of data-driven products and services;
- S/he will work with other members of the LifeWatch ERIC distributed ICT e-Infrastructure staff to ensure that projects meet their intended goals and objectives, in relation to the data quality requirements.
- **Coordination:** (1) Monitor Project Management data analytics activities carried out by

researchers, technologists, decision-makers, and other LifeWatch ERIC project-related stakeholders; (2) Keep all documentation associated; (3) Establish comparison studies and conduct aptitude tests for each task;

- **Reporting:** S/he will (1) Conduct periodic checks on all procedures under her/his responsibility; (2) Keep all documentation supporting the figures contained in the report for audit purposes; (3) Prepare associated statements and activity reports;
- **Audit:** S/he will assist in the establishment of LifeWatch ERIC internal controls, including internal audits, to improve the effective and efficient use of available resources;
- **Budgeting:** S/he will also assist the principal investigators of the ICT-Core/FEDERTECH offices in the preparation and review of the budgets associated with the projects;
- **Manage:** (1) Data relevant to the contracts of any suppliers associated with the activities of the ERDF Andalusia projects; (2) Implement, under LifeWatch ERIC standards, the associated forecasting, budget control and reporting procedures; (3) Technical reports of the procurement procedures.
- **Checking:** (1) Establish processes to avoid cases of non-compliance; (2) Execute correct actions in accordance to LifeWatch ERIC data policies if necessary; (3) Prepare associated statements and activity reports.
- **Collaboration:** (1) Establish processes to increase synergies between LifeWatch ERIC and ERDF Projects; (2) Support the Departments of Communication, Marketing, and Industrialisation and Digital Transformation to establish information and outstanding dissemination.

C. The ideal candidate must meet the following requirements

- A Bachelor's degree and PhD in Statistical Science and Techniques;
- A minimum of 5 years' experience in an R&D&I project management position (capital raising, report management, monitoring and justification) at regional, national and

European level, both at the level of individual companies and in consortium projects;

- Proven experience in training related to innovation project management, with methodologies and techniques focused on fostering innovation and development for the management of disruptive projects;
- At least 3 years' experience in projects related to data science, both at the level of patterns, forecasting and decision-making;
- Proven experience in the creation, processing and maintenance of statistical data sets, as well as in the preparation of reports including forecasts, management of collected data and insight into decision-making;
- Other skills such as knowledge of ERIC consortia, proven experience in project formulation, and in the relationship with mainly technological companies will be taken into account;
- Excellence in speaking, writing and editing in English (C1/C2 level);
- Excellence in speaking, writing and editing in Spanish (C1/C2 level);
- Proven organisation and communication skills, proactive attitude, capacity of working in teams and under tight deadlines, in international environments and in multi-language contexts;
- Available to travel abroad according to the specific working needs of this position;
- High-standard work ethic.

ASSETS

- Essential ICT skills: Command of MS Office package;
- Knowledge and experience in programming languages such as SPSS, R, and Python;

- Understanding of the structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs).

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/Head of ICT-Core cto@lifewatch.eu and in cc to hring@lifewatch.eu, by **27 December 2022**. Please write "**DAPM Candidature**" in the email subject;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- A competitive gross salary, based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, follow Spanish employment law and be subject to a 180-day trial (probation) period;
- This position is for a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core premises in Seville (Spain), without prejudice to the establishment of others in the future;
- Start date in office for the appointed person: **January 2023**.

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

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.