

Seville, 22 December 2022

Legal Affairs & Document Management Assistant – LADMA

Vacancy – Terms of Reference

A. Job description

JOB TITLE: Legal Affairs and Document Management Assistant – LADMA

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; Horizon Europe Framework Programme Projects

COMPENSATION: Competitive salary, commensurate to degrees and relevant experience

B. Main responsibilities

The LADMA will work under the supervision of, and directly report to, the PI of LifeWatch ERIC for ERDF Projects, the CTO/Head of ICT-Core and FEDERTECH Offices, and/or the person(s) he may delegate, in particular, to both the Procurement & Institutional Relationship Officer, and the ICT-Core/FEDERTECH Project Manager, to carry out the following tasks:

- S/he will support the drafting, review and legal text consolidation, and further administrative processing of the employment contracts (labour law issues) of the ICT-Core and FEDERTECH staff members, according to Spanish regulations;
- S/he will assist in the drafting of the ToRs of the job vacancies in the ICT-Core and FEDERTECH offices, and coordinating their candidates' work interviews logistics and realisation;
- S/he will help the administrative and secretariat staff members in the collection of invoices, SLAs, and other type of legal administrative documentation to be duly filed in the LwOS System;
- S/he will also support the carrying out of document management system activities addressed to the elaboration of reports for audit, technical (GDPR affairs, etc.), and

other-related purposes.

C. The ideal candidate must meet the following requirements

- University Degree in Law;
- At least 10 years of accredited professional experience in legal advice about labour issues at Legal firms, Company or Union desirable;
- Minimum 5 years of accredited experience in preparing employment contracts, and their further administrative processing;
- Independent English User (B1/B2 level);
- Proficient Spanish User (C1/C2 level);
- Proven organisation and communication skills, proactive attitude, capacity to work in teams and to 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;
- Experience in the preparation of complaints about work issues;
- Knowledge about recruitment of (non)-EU residents;
- Knowledge in functioning of labour jurisdiction;
- 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 Vitae¹ (EUROPASS format and annexes, 4 pages

¹ 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.

at the most) shall be submitted to the Chief Technology Officer/Head of ICT-Core - cto@lifewatch.eu and in cc to hiring@lifewatch.eu by 9 January 2023. Please write "LADMA Candidature" in the email subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- She/he will be appointed full-time. 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 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.