

LifeWatch-ERIC

e-Science European Infrastructure
for Biodiversity and Ecosystem Research



Service Centre

Interim Service Centre ICT Coordinator

Terms of reference

20 July 2018

Job description

JOB TITLE: Interim Service Centre ICT Coordinator

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

Position: Full-time, four-month term

Main accountabilities

- I. She/he will directly be in charge of the Service Centre ICT Office, ensuring the coordination and management of the day-to-day functioning of the Service Centre ICT infrastructure, in tightly collaboration with the Common Facilities and national nodes' ICT officers.
- II. She/he will directly report to the Chief Technology Officer (CTO), and to the Service Centre Director for all the technical activities. She/he will work in accordance with the CTO in the coordination and management of the Service Centre ICT e-Infrastructure construction and maintenance, including coordination of the design and implementation of new e-Services demanded by the scientific community.
- III. She/he will develop requirements, outlines, budgets, and schedules for the Service Centre information technology projects.
- IV. She/he will review estimates.
- V. She/he will follow PMI standards to manage projects through the project lifecycles of initiation, planning, execution and closure.
- VI. She/he will develop work-breakdown structures.
- VII. She/he will develop project tracking and variance reports.
- VIII. She/he will ensure project is completed within budget and on time.
- IX. She/he will manage project risks.
- X. She/he will manage multiple vendors, consultants, programmers, and developers.
- XI. She/he will create project documentation.
- XII. She/he will develop training plans for internal staff
- XIII. She/he will develop standards, procedures, and guidelines for Service Centre platforms.

XIV. She/he will assess new opportunities.

The ideal candidate should meet the following requirements

- Have a higher university degree or equivalent qualifications in Computer Sciences and a PhD in the same area.
- At least 10 years of working experience in IT, in the field of the design and development of Information Systems.
- At least 5 years of accredited professional experience in the area of biodiversity and ecosystem research bioinformatics of the design, construction, deployment and operational maintenance of research infrastructures facilities in centres, universities or agencies or equivalent public policy units.
- At least 3 years of accredited professional experience in project management in centres, universities or agencies or equivalent public policy units or private SMEs.
- Accredited professional experience on international projects and initiatives on biodiversity and ecosystem.
- Have understanding of current and emerging agendas and challenges on ICT developments and in particular experience in project-based approaches concerning the design, construction and operational maintenance of distributed ICT developments.
- Have proven organisation, management and communicative skills, be keen in working in team and international environment and multi language contexts.
- Knowledge of English language, the working language of LifeWatch ERIC under article 1.3 of its Statutes. Skills in other European working languages are beneficial.
- Be available to travel abroad for the specific working needs of this position.
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- **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) and in cc to LifeWatch-ERIC CEO (ceo@lifewatch.eu) by **July, 30th 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
- Start date in office for the appointed Interim Service Centre ICT Coordinator: **September 3rd 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.