

Seville, 8 March 2023

Communication Officer Coordinating Dissemination Activities in the Spanish Joint Research Unit and Aligning them with those of LifeWatch ERIC

Vacancy – Terms of reference

A. Job description

JOB TITLE: Communication Officer, Coordinating Dissemination Activities in the Spanish Joint Research Unit and Aligning them with those of LifeWatch ERIC (COFDA_LWES)

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

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core Spain (Andalusia), ERDF and Horizon Europe projects

B. Main responsibilities

I. S/he will work under the supervision of, and always directly report to the CTO-Head of the ICT-Core Office, and to whom he may delegate;

II. S/he will liaise with the LifeWatch ERIC Chief Communication Officer for communication and dissemination matters pertaining to LifeWatch ERIC, in compliance with the LifeWatch ERIC Communication Policy;

III. S/he will coordinate the exchange of communications between LifeWatch ERIC and the Spanish Joint Research Unit JRU LW.ES, in particular in reference to: [1] Co-designing, producing and delivering audio-visual contents; [2] Elaborating articles and press releases; [3] Content Management Systems and/or other types of social-media e-Tool updates;

IV. S/he will ensure the consistency of the written and visual content according to the LifeWatch ERIC Communication Policy, for dissemination purposes released by internal and

external initiatives related to the communications between LifeWatch ERIC and the stakeholders of the JRU LW.ES;

V. S/he will support the co-organisation of scientific, technological and innovation-related events held between LifeWatch ERIC and the Node JRU LW.ES, in particular by taking care of logistics and the production of communication and dissemination materials, as well as fostering relations with scientific media and specialised press.

C. The ideal candidate should meet the following requirements:

- University Degree in Communication and Audio-visual Science;
- Proven experience in producing audio-visual content, from the planning to final execution of all workflow-related aspects of the production chain;
- Experience in the creation of brand images, in particular those regarding management of social networks related to International Research Infrastructures (ERICs, etc.);
- Experience in liaising with groups, associations, partners as well as in coordination and support of official campaigns and projects at both the national and international level;
- Intermediate level in English (B2), LifeWatch ERIC's official language, and Spanish (B2), LifeWatch ERIC hosting site;
- Understanding of the structure, functioning and regulation of the European Research Infrastructure Consortia (ERICs), ICT issues, and the biodiversity and ecosystem areas;
- Proven organisation and communication skills, proactive, capacity to work in teams and to tight deadlines, in international environments and multi-language contexts;
- Willingness and availability to work on the coverage of events with flexible hours;
- Availability to travel abroad according to the specific working needs of this position;
- Growth mindset and high-standard work ethic.

ASSETS

- Advanced knowledge of MS Office (Word, Excel, PowerPoint), Adobe (Illustrator, Premiere PRO, Photoshop, XD), Dreamweaver and Final Cut. Unity and WordPress will be considered;
- Other training in Communication Sciences/Journalism will be also considered;
- Skills on University Business Incubators and Science, Technology, and Innovation Parks;
- Skills on administrative aspects related to audiovisual content contracts and IPR.

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 and Director of the ICT-Core at cto@lifewatch.eu and in cc to hiring@lifewatch.eu by **16 April 2023**. Please write "**COCCA_LWES Position**" in the email subject;
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- S/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: **April 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.

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.