

Quality Assurance & Risk Management Officer Vacancy – Terms of reference

A. Job description

JOB TITLE: Quality Assurance & Risk Management (QARM) Officer.

PURPOSE: The QARM Officer will assist CEO, CFO and CTO – ICT Core Director in: (a) Quality assurance management; (b) Risk management.

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

POSITION: Full-time, 4-years period, yearly renewable

FUNDING RESOURCES: LifeWatch ERIC Common Facility in Spain Strategic Working Plan and ERDF Andalusia

COMPENSATION: Competitive salary, commensurate to degrees and relevant experience.

B. Main accountabilities

B.I. Quality Assurance management

1. Apply and supervise quality standards in accordance of LW ERIC rules and policies;
2. Implement international/national laws for common and distributed facilities inspection activities;
3. Hand material review and oversee material qualification and implement KPIs;
4. Keep all the documentation and periodical reports that support the QA management activity of every distributed facility, in particular those that supports the figures contained in the report for auditing purposes;
5. Establish comparison study & conducted proficiency testing or inter facility comparison.

B.II. Risk management

- a. In the management of the contracts of eventual assurances that will be needed to implement the corresponding Laws of Labour Risk Prevention;

- b.* In the implementation of the actions for Safety and Health international/national laws compliance.
- c.* Risk identification, analysis, assessment;
- d.* In the follow-up of the measures for risk treatment.
- e.* Establishing processes to avoid cases of non-compliance;
- f.* Execute corrective actions according LifeWatch ERIC rules, when needed;
- g.* Prepare associated statements and reports.

C. The ideal candidate should meet the following requirements:

- A university degree in Sciences/Engineering.
- A MSc degree on Environment and Green Industry is also desirable.
- Minimum five-year experience in similar position.
- Accredited experience in Quality Engineering.
- Proven professional experience working for public bodies and government agencies, relevant to scientific/technological/innovation activities.
- Excellent presentation and reporting skills, fluency in writing and spoken English (C1), the working language of LifeWatch ERIC, in addition to Spanish.
- Knowledge of other European languages although not a requirement, should be taken into consideration.
- Experience in preparing reporting on quality standards.
- Data and organizational analysis skills for reports.
- Ability to work under tight deadlines with changing priorities, availability to occasionally work beyond office hours and on weekends as required.
- Availability to travel abroad accompanying the CEO, CFO and CTO-Director ICT Core, and other LW ERIC staffers.
- High-standard work ethics.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Proven experience on scientific QARM-related initiatives in public bodies and government agencies.
- Knowledge on QARM systems management, at least: ISO/IEC 17025:2017, ISO 45001:2018, taking into account also ISO 9001, 31000:2009.
- Knowledge on Environmental Quality Act 1974.
- IT skills: Command of MS Office package & scientific instrumentation devices-related platforms; familiar in working on web platforms dedicated to QARM purposes.
- Understanding of structure, functioning and regulation of scientific professional international bodies.

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 10 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 7th May 2021. Please write "QARM Officer Candidature" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- S/he will be appointed for a 4-years period yearly renewable. 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 subjected to 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: May 2021.

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.