



PROJECT AND INNOVATION MANAGER

Center for Research in Multiscale Science and Engineering (CCEM)

Maria de Maeztu Unit of Excellence

THE CCEM



The Center for Research in Multiscale Science and Engineering (CCEM) is a María de Maeztu Unit of Excellence at Universitat Politècnica de Catalunya (UPC) that promotes cutting-edge research in the field of materials science and engineering, focusing on three fundamental scientific pillars, aligned with the current priorities of European research and

innovation programs: Health, Energy and Environment.

The Center is a multidisciplinary environment integrated by 8 research groups of the UPC at Campus Diagonal-Besòs, aimed at promoting cutting-edge research, developing innovative technologies, optimising laboratory resources and supporting higher education at national and international level.

FUNCTIONS OF THE OFFERED POSITION

The role includes the following tasks:

- Ensure the implementation and monitorization of the Strategic Plan of the Maria de Maeztu Unit of Excellence.
- Timely reporting and delivery of all project commitments.



- Provide management tools (such as guides, templates, etc.) for the Unit research groups.
- Monitor all contractual obligations, plan the calendar for hiring researchers according to the Strategic Plan and internal calls and job offers.
- Manage and track all Unit related costs in collaboration with UPC's support units: distribution and transfer of funding, keeping records on spending and preparing financial reports for funders and auditors.
- Organise meetings: prepare agendas, distribute reference materials for the meetings and write the minutes.
- Organization of events, according to the Strategic Plan of the Maria de Maeztu Unit of Excellence.
- Basic internal communication tasks.
- Provide support in the identification of funding opportunities and proposal writing for follow-up research initiatives.
- Enhance the impact and promote the valorization of results obtained in the framework of the Unit by:
 - contributing to the definition of project goals, helping in writing and developing the expected impact and key performance indicators, advising on project partners and key stakeholders in competitive grant proposals.
 - searching for companies to collaborate with the Center.
 - Liaising between researchers and other UPC research management areas, in particular Tech Transfer and Business Development, Strategic Initiatives and Communication to foster the impact of the Center's research projects.

PROFILE

Master Degree, or equivalent. PhD and/or scientific background would be an asset. The following competencies are expected:

- Knowledge of public and private research funding systems (European and Spanish).
- Knowledge in management of grants and public funding
- Knowledge in economics justification of public grants and funding



- Organization of events
- Budgeting of projects and events
- Communication skills
- Experience in research project management and/or in technology transfer activities
- High level of spoken, read and written English
- Ability to organize work independently
- Ability to prioritize tasks

HOW TO APPLY AND DEADLINE

Target start date: as soon as possible, as from 1st September 2024.

Those interested may email a CV with a list of three references, a short (max one page) statement describing your prior experience and motivation to direccio.mdm@upc.edu, with PIM CCEM in the email subject.