



**FETAL
MEDICINE**
RESEARCH
CENTER

BCNatal | Fetal Medicine Research Center
Hospital Clinic and Sant Joan de Déu,
Universitat de Barcelona



Position: Research Manager: experienced researcher with project management and leadership skills

BCNatal | Fetal Medicine Research Center will conduct a new ambitious research project on fetal surgery and therapy, which involves animal experimentation. We are looking for an enthusiastic individual to manage and to work as a researcher in this new project.

Context

BCNatal | Fetal Medicine Research Center, directed by Prof. Eduard Gratacós, is a multidisciplinary research centre in fetal and perinatal medicine, recognised as one of the world's best research teams in the field.

Accredited by the Spanish government as an excellence research centre, it works to find solutions to diseases of prenatal origin. From 2005 up to now, the research team has grown from 10 to >100 members, and with over 70 peer-reviewed publications yearly, the centre is ranked among the top-5 international research groups in maternal-fetal medicine.

BCNatal-FMRC research approach entails a full integration of prenatal and postnatal life, fetus and child are the same patient monitored over time, a not-so-usual design that has received several awards. Likewise, a dedicated managerial team ensures compliance with research plans and a rigorous financial management. BCNatal-FMRC is the research branch of the BCNatal clinical centre, providing a privileged environment for clinically applicable and translational research.

Conditions

- Full time position
- Salary range: 30-35K€ per year (gross amount), depending on the experience of the candidate.
- Starting date September-October 2019

Duration: Initial term of one year, renewable thereafter for further fixed-term periods.

Application process:

Send your CV and a motivation letter including at least two references, which will not be contacted without your permission, to our recruiting manager Maite Aguilera (maguile@clinic.cat).

Main purpose of the job

- Coordinate and manage the research project, create a Gantt diagram, and track the different activities and deviations.
- Work with the management department to provide data and reports as required on regular and ad hoc bases, involving tracking and recording a number of metrics required.
- Work with the team to plan and execute effective timetabling and deadlines accomplishments.
- Perform literature research and stay updated with the state of the art.
- Assist on looking for the best solutions (hardware and software) to use for the purpose of this project.

Main duties and responsibilities

- Manage the research team of the project.
- Contribute to the planning and ensure the deadlines accomplishments.
- Schedule and organise follow up meetings.
- Problem solving.
- Assist with the efficient collection, processing, validation and quality assurance of data and the experiments.
- Write/Collaborate on the writing of research papers and grants.
- Develop documentation including Standard Operating Procedures (SOPs).
- Prepare documentation for the Ethics Committee.
- Develop and maintain an efficient data management system to ensure prompt and accurate processing of the project data.
- Ensure prompt and efficient response to queries (daily trouble shooting), acknowledging all communication, and ensuring efficient flow of information.
- Ensure all data handling complies with the Data Protection Law.
- Work to Good Clinical Practice (GCP) guidelines and ensure knowledge is kept updated.
- Comply with the 4Rs - reduction, reuse, recycling and recovery and ethics involving animals in research.
- Perform other duties as are within the scope, spirit and purpose of the job description as requested by the Principal Investigator, Scientific Manager or the Chief Investigator. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. The appointee will be expected to carry out any additional duties as may reasonably be required within the general scope and level of the post.

Key Profile Requirements:

The successful candidate should be educated to PhD / master degree (with demonstrable research experience) or equivalent with experience in the biomedical field. They should have excellent organisational and time management skills and particularly good knowledge of creating and manipulating a considerable amount of data. Experience working with animals in biomedical research would be desirable. They should also have the ability to organise and prioritise a varied and demanding workload.

Person Specifications

Criteria	Essential or Desirable	Assessment method (A-Application /I-Interview)
Qualifications, experience and knowledge		
Experienced researcher or research manager (minimum 4 years experience as researcher)	Essential	A
International Experience	Essential	A + I
Experience in writing scientific manuscripts and grant proposals	Essential	A + I
Experience in Biomedical / Medical research environment	Essential	A + I
Technical background as Telecommunication Engineer, Computer Scientist, Mathematician, Physicist or equivalent.	Desirable	A + I
PhD/Master degree in Biomedicine or equivalent	Desirable	A
Project Management tools: Gantt / Microsoft Project or equivalent	Desirable	I
Knowledge of relevant data protection requirements	Desirable	I
Animal certification	Desirable	A
Skills and abilities		
Excellent verbal and written communication skills (including accurate grammar, spelling and punctuation)	Essential	A + I
Ability to work under pressure and manage high volumes of processing whilst working accurately and maintaining thorough attention to detail	Essential	A + I
Ability to prioritise and organise own workload and meet time-critical schedules	Essential	I
Ability to work independently and as part of a team	Essential	I
Strong experience in Excel / Word processing	Essential	A + I
Excellent report-writing skills	Essential	I
Good leadership and managerial Skills	Essential	I
Good numeracy skills with the ability to present and interpret statistics	Essential	A + I
Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context	Essential	A + I
Ability to work confidentially and pro-actively	Essential	A + I
Be willing and able to learn and use new systems quickly	Essential	I
A flexible approach to work, including ability to take up new tasks when required	Essential	I

If you have any queries regarding the vacancy please contact our scientific manager, Elisenda Bonet-Carne (bonet@clinic.cat). For any queries on the application process, please contact our recruiting manager Maite Aguilera (maguile@clinic.cat).