



## POSITION: BIO-CHEM-TECH R&I FUNDING EXPERT

### THE POSITION

#### Description of the office

'Oficina Tarragona Regió del Coneixement' (OTRC) is a technical innovation service that aims at improving the competitiveness of enterprises and institutions by coaching them when searching competitive public funding for Research & Innovation projects. The service includes tasks such as proposal drafting counselling, technological partners search, and proposal submission process, among others.

The office is the result of a strong and long collaboration between the 'Diputació de Tarragona' and the 'Universitat Rovira i Virgili' (URV) that fosters and promotes the culture of innovation in the Tarragona Province. It is a very dynamic and competitive office and has the capacity to interact with multiple societal economic and innovation agents.

Since 2019, OTRC has been strategically associated with the URV and other research institutes to create a stronger [PRE-AWARD UNIT](#) and increase our success when participating in international calls.

#### The role

Reporting directly to the head of OTRC and Vice-rector of Research of the URV, the hired technician will drive the exploration and dissemination of the R&D and innovation funding opportunities for URV, other research agents and businesses in the area, as well as support the preparation of successful bids for submission.

In this role, the technician will be cooperating and coordinating with a variety of Biotech and Chemistry researchers, technicians and other staff, as well as R&D policy makers, driving and leading project proposals submission in time, cost and quality.

#### What is offered?

Full time contract until 31/12/2020 (renewable, if goals are met)

Gross Annual Salary: to be agreed, based on experience.

Starting date: as soon as possible.

#### The main responsibilities will be:

- Advising local and regional innovation agents on public funding for R&I projects, mainly from European sources.
- Tracking R&I funding opportunities information and organising infodays and workshops targeting the regional innovation system.
- Finding international partners to enable the creation of international consortiums for eligible applications.
- Creating and feeding a database of strategic contacts.



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- Participating in the design and formalization of proposals, including writing support, specifically in the impact and the implementation sections.
- Other tasks and activities that will be necessary to help the OTRC reach its objectives.

## **THE CANDIDATE REQUIREMENTS**

### **Qualifications and experience**

University degree, preferably in Chemistry, Chemistry Engineering, Biology or other life or technological sciences. PhD will be highly appreciated.

At least three years of experience in R&I Project Management and/or Pre-award writing.

Demonstrated background or skills in the following will be considered in the evaluation:

- English writing in applications for R&D funding
- R&D Project management
- Planning and scheduling of tasks and projects
- Influencing and communication skills
- Teamwork skills

### **Languages**

Catalan, Spanish and English level “proficiency” desired. French or another language will be considered.

The position holder must be able to travel and be able to work on tight deadlines and attend evening or weekend events.

Please, send your CV and a cover letter to [regioconeixement@urv.cat](mailto:regioconeixement@urv.cat); [rrhh@fundacio.urv.cat](mailto:rrhh@fundacio.urv.cat);