

Job description for the position of Administrative Director of BBMRI-ERIC

VACANCY NOTE

**Job title: Administrative Director of BBMRI-ERIC
[Biobanking and BioMolecular Resources Research Infrastructure-ERIC]**

Job Location: The Central Executive Management Office of BBMRI-ERIC in Graz, Austria.

Job Purpose: The **Administrative Director** is responsible for the non-scientific issues related to BBMRI-ERIC. S[H]e will report to the Director General.

Short description of BBMRI-ERIC:

The pan-European Biobanking and Biomolecular Resources Research Infrastructure (BBMRI) is a distributed bio-medical and life science infrastructure for sustainable storage and dissemination of biobanked samples and associated data in Europe, expected to be established as a legal entity by at least 8 and eventually 14 founding Members (European Union Member States and Associated Countries) upon the Council Regulation (EC) N^o 723/2009 of 25 June 2009 on the Community legal framework for a European Research Infrastructure Consortium [ERIC], to improve the accessibility and interoperability of the existing comprehensive collections in Europe, either population-based or clinical-oriented, of biological samples from different (sub)populations .

BBMRI-ERIC is an **inclusive, equal-opportunity employer** offering attractive conditions and benefits appropriate to an international research organization. Further information on the aims, mission, governance, statutes and business plan of BBMRI-ERIC can be found at www.bbmri.eu.

Key Responsibilities and Accountabilities of the Role

The Administrative Director will be responsible for all non-scientific issues related to BBMRI-ERIC in close interaction with the Director General and will report to him/her. These issues include relation and support to the Finance Committee of BBMRI-ERIC as appropriate, managing the non-scientific operations of the Central Executive Management Office, intellectual property issues, human resources management, goods and services contracting, accounting and financial reporting. The Administrative Director will be supported by the relevant staff of the Central Executive Management Office.

Requirements of the Role

The Administrative Director is expected to have high-level managerial experience in a comparable organisation. Previous experience in financial planning, budgeting, development of legal agreements, intellectual property issues, human resources management, high-level committee work and knowledge of BBMRI are strengths that the Search Committee will be looking for. Drafting and negotiating skills, clarity in oral and written communication, the ability to undertake and deliver long-term strategic financial and administrative planning, to network teams, to accept and discharge

responsibility and a constructive and timely response to change are essential requirements. Flexibility of approach with fairness and consistency of delivery are key attributes. Although not required to be an expert, the Administrative Director should take a lively and informed interest in the research carried out in BBMRI-ERIC and on other issues relevant to biobanking management. S/He should also have good knowledge of EU institutions, especially the European Commission and the European Strategy Forum on Research Infrastructures, on the ERIC and on other relevant EU regulations as well as of European and national funding mechanism. As English is the common working language of BBMRI-ERIC applicants must be fluent in English. A fluency in German and knowledge on Austrian laws applicable to BBMRI-ERIC (in concern of employment, accounting, tax) is considered an advantage as Austria is the host country of BBMRI-ERIC.

Employment terms and conditions

The Administrative Director will be directly employed by BBMRI-ERIC in its Central Executive Management Office in Graz, Austria, for a minimum of three years and a maximum of five years, with the possibility to be reappointed. The employment follows the Austrian employment law.

The Administrative Director will be appointed by the Director General after approval by the Assembly of Members of BBMRI-ERIC (or the BBMRI Preparatory Body if the Assembly is not yet constituted).

This is a full-time position but the appointee will be offered a possibility for gradual transition phase to relocate to Graz, Austria. Consideration will also be given to applicants wishing to take the role on leave of absence with respect to their current employer, provided that this is for a period of no less than three years.

Salary: According to European/international standards for similar role and responsibilities and requirements of this function (80,000.00 € as minimum gross salary; final salary dependent on terms of qualification and negotiation).

Application procedure

For applications to be valid, candidates must submit:

- the application form (separate document)
- a letter of motivation and
- a Curriculum Vitae [CV] in the European format with photo.

Please send the required documents via e-mail to the following address:

bbmri.AD.recruitment@bmwf.gv.at

- **Opening date** for the receipt of applications: Monday, **July 29th, 2013.**
- **Closing date** for the receipt of applications: Friday, **September 6th, 2013, at 17:00 CET.**

The motivation letter (maximum of 3 pages) shall describe:

- Which aspects in the applicant's CV make her/him particularly suitable for the position of Administrative Director of BBMRI-ERIC.
- Candidates may give details of the size, annual budget, number of staff and nature of departments which they have previously managed, if they wish.
- How does s[h]e envisage the establishment of the pan-European operations of BBMRI-ERIC.
- What is her/his vision of administrative leadership.

Applications will be rejected if the dossier is incomplete or submitted after the deadline.

Supporting documents (for example, certified copies of degrees/diplomas, references, proof of experience etc.) must not be sent at this point, but may be requested at a later stage of the procedure.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be by e-mail in the English language.

Independence and declaration of interests

The Administrative Director of the BBMRI-ERIC will be required to make a declaration of commitment to act independently in the public interest and keep confidentiality and in relation to any conflicts of interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application

Contact person for further information during the application phase:

- Dr. Rafael De Andres Medina, Chair of the BBMRI Search Committee, (Possibility to arrange a phone call, please contact by email: rdam@isciii.es stating as subject: „BBMRI-ERIC AD vacancy“).

Summary of the assessment and selection process:

- After the closing date for the receipt of applications the Search Committee, appointed by the BBMRI Preparatory Body, will review the applications. It is expected that the anticipated Director General will join the assessment process. If requested shortlisted candidate(s) should be available for a face to face interview (in Vienna or Graz, tentatively not before the third week of September 2013).
- The Search Committee will make a recommendation for the Assembly of Members of BBMRI-ERIC (or its BBMRI Preparatory Body if the Assembly of Members is not yet constituted) for approval.
- Upon approval the Assembly of Members of BBMRI-ERIC (or its Preparatory Body) will appoint a negotiation team including the anticipated Director General of BBMRI-ERIC to start job contract negotiations with the top ranked candidate(s).

- Subsequent to the negotiations the Assembly of Members (or its Preparatory Body) shall approve the outcome of the negotiations before the successful applicant will be appointed as Administrative Director of BBMRI-ERC by the Director General.
- The appointment of the Administrative Director of BBMRI-ERIC is expected in November/December 2013 with an anticipated start date in office in December 2013/January 2014.