

## Scientific Project Manager

### About the employer

The BarcelonaBeta Brain Research Center (BBRC) is a new research center, constituted by the Pasqual Maragall Foundation. The goal of BBRC is to become an internationally recognized centre of excellence in our understanding of age-related cognitive disability in order to provide practical solutions to the global challenges posed by the world's aging population. Our goal will be achieved by championing primary and secondary prevention programs for Alzheimer's disease and other related neurodegenerative disorders, the study and promotion of healthy aging, and the research of the basic physiological mechanisms of cognitive functions affected by healthy or pathological aging such as memory, learning and decision-making, among others. The vision of BBRC is to provide the society with distinct and innovative solutions for age-related cognitive disability by leveraging these complementary research programs in order to attain a multidisciplinary comprehension of the aging process and the pathophysiology of neurodegeneration. At present BBRC deploys its research mission through two Research Programs, the Alzheimer's Prevention Program and the Memory Program.

Pasqual Maragall Foundation, Pompeu Fabra University and "la Caixa" on are permanent members of the BBRC Board. International competitive recruitment, state-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results. BBRC is affiliated and located in the Campus Ciutadella of the Barcelona Pompeu Fabra University, the building contains excellent technical facilities, including a research-dedicated 3T MR scanner, Clinical Trials facilities, EEG and Eye Tracker labs.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: [www.fpmaragall.org](http://www.fpmaragall.org) and [www.barcelonabeta.org](http://www.barcelonabeta.org)

### About the job

BBRC is looking for a Scientific Project Manager. This is a full-time position and the person selected will join the Research Management Office.

The Scientific Project Manager will be responsible for leading the development and execution of research projects assigned. The candidate will have to work closely with the researcher and build all the necessary strategies to assure the perfect projects execution. The candidate will be required to have experience in research, in writing scientific articles and grant proposals, and in research project management.

The scientific project manager will report to the responsible of the Research Management Office.

## **Main Responsibilities:**

### **Project management:**

- Responsible for planning of executing the projects assigned (milestones).
- Assessing risks and planning strategies for any contingencies related to the projects.
- Responsible for the correct management of the projects according to the current regulation.
- Managing assigned project teams via regular follow-up meetings.
- Acting as main contact person for financing entities and sanitary authorities for the development of the assigned projects.
- Managing the formalization of agreements and contracts (scientific collaboration, contracts with third parties, etc.).
- Economic project management: compare the planned (milestones) / budgeted (€ 's) initial conditions for the project versus the real development/expenses.
- Writing project reports and deliverable.

### **Medical and Scientific writing:**

- Prepare grant proposals in collaboration with researchers
- Give support to the research teams to write scientific articles

## **Required qualifications:**

### **Qualifications and professional experience**

- University degree in science
- Phd degree in any field of health sciences
- Master in Management (Preferred but not required)
- Experience in European project management
- Previous experience in writing research papers and grants applications.
- English required (Proficiency Level-written and spoken).
- Spanish and Catalan preferred.
- Advanced level in Word Office suite.

### Personal skills

- Self-initiative
- Must possess strong interpersonal skills and work effectively with a multidisciplinary team.
- Ability to think independently and work collaboratively (empathic and focused team-worker).
- Organizational skills: ability to initiate, manage and direct multiple tasks and projects is necessary.
- Demonstrate the ability to solve problems and reach objectives
- Interest in joining a non-profit organization with a mission of high social impact.
- Strong oral and written communication skills.

### We offer

- Full-time position.
- Salary will be in accordance with qualifications and experience.
- Start date: September 2019

### Application process:

To apply, please submit the following: 1) Cover letter; 2) CV; All files or inquiries should be submitted electronically to: [rh@barcelonabeta.org](mailto:rh@barcelonabeta.org)

**Subject: Scientific project manager**

**Deadline: June 30th 2019**

We inform you that your personal data will be part of a file which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: Wellington Street 30, 08005 Barcelona.