

VACANCY NOTE

Job title: IT/Data Protection Manager

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

Job Purpose: The IT/Data Protection Manager is responsible for IT strategy and core IT competencies in the BBMRI-ERIC Central Executive Management Office and develops processes and guidelines in accordance with BBMRI-ERIC Common IT Services.

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. On 3 December 2013, BBMRI was officially awarded the Community legal framework for a European Research Infrastructure Consortium (ERIC). This specific legal form is designed to facilitate the joint establishment and operation of research infrastructures of European interest. BBMRI-ERIC will provide access to the collections of partner biobanks and biomolecular resources, their expertise and services on a non-economic basis. BBMRI-ERIC is today one of the largest research infrastructures in Europe.

*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 of BBMRI-ERIC can be found at www.bbmri-eric.eu.*

Key Responsibilities and Accountabilities of the Role

BBMRI-ERIC IT infrastructure will have a lean management based on a Hub and Spoke model to carry out all tasks establishing and operating the infrastructure. Key components of BBMRI-ERIC are comprehensive collections of biological samples from different populations or clinical biobanks in Europe, which are being stored together with continuously updated data on the health status, resulting in a significant number of repositories with annotated biospecimens distributed across Europe.

The IT/Data Protection Officer will be responsible for IT/Data protection management issues related to BBMRI-ERIC in close interaction with the Director General and also for the overall IT strategy and core IT support for the Headquarters. These include assistance and advice to researchers when submitting grant applications and in carrying out research projects and coordination and administration of all data management and data base activities, including data protection and data provenance issues, which has to comply with the present European Directive on Protection of Personal Data (Directive 95/46/EC).

In addition the job holder will participate where appropriate in the generation of relevant chapters for internal and external research or coordination projects; as required, he/she

supports scientific networking, the development of requests for proposals for external services, and the design of project documentation and dissemination activities.

Requirements of the Role

Senior IT expert, responsible for IT strategy and core IT competencies in the Headquarter and develop processes and guidelines in accordance with BBMRI-ERIC. He/she is expected to have a high level experience in project IT-management, especially with large-scale European research projects.

We seek for applicants with a PhD in computer science or equal education. Experience in database federation, protection of personal data, data modeling, cloud computing, and information visualization is considered an advantage. Excellent computer literacy in Windows, Linux/Unix and Mac OS-X operating system are needed and programme skills must be documented.

Previous experience and knowledge of the BBMRI process as well as scientific expert knowledge in one or more area relevant to the biobanking field are considered an advantage. Excellent interpersonal skills, the ability to effectively liaise with colleagues and stakeholders on all levels in a distributed, international, interdisciplinary environment and the ability to undertake/deliver the required tasks without losing a sense of humour as well as clarity in oral and written communication are essential requirements. As English is the common working language of BBMRI-ERIC applicants must be fluent in English. A fluency in other languages is considered an advantage.

In order to provide effective support, the job holder will need to stay abreast of the development of BBMRI, as well as related organisations and initiatives and may from time to time have to attend meetings outside normal working hours and undertake international travel.

Employment Terms and Conditions

The IT/Data Protection Manager will be directly employed by BBMRI-ERIC in its Central Executive Management Office in Graz, Austria. The employment follows the Austrian employment law. BBMRI-ERIC offers fringe benefits like complementary health insurance, and a private pension scheme, relocation and travel grant as well as local support for housing.

It is a full-time position. The appointee will be offered a possibility for gradual transition to relocate to Graz, Austria.

Salary

According to European/international standards for similar role and responsibilities and requirements of this function (75,000.00 € as minimum annual gross salary; final salary dependent on terms of qualification and negotiation).

Application Procedure

For applications to be valid, candidates must submit:

- A Curriculum Vitae [CV] with photo
- A letter of motivation
- Supporting documents (for example, certified copies of degrees, references etc.)

Please send the required documents via e-mail to the following address: admin.dir@bbmri-eric.eu

Deadline for application is 15th July 2014; anticipated start of work during Q4 2014.