

VACANCY NOTE

Job title: Quality Manager

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

Job Purpose: The **Quality Manager** is responsible for quality management issues related to BBMRI-ERIC in close interaction with 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. 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, and statutes, Work Programme of BBMRI-ERIC can be found at www.bbmri-eric.eu.*

Key Responsibilities and Accountabilities of the Role

The Quality Manager will be responsible for quality management issues related to BBMRI-ERIC in close interaction with the Director General. The value and importance of each sample is directly linked with its quality.

These issues include development of Quality Management System for Biobanking in Europe based on the OECD and comparable Guidelines in close interaction with the Management Committee of BBMRI-ERIC and the Technical Committee ISO/TC 276 Biotechnology; develop the prerequisites for a quality management certification programme based on existing national and international norms; develop, plan and help organize education and training programmes for Quality Managers of biobanks in close interaction with academic organizations. It also includes implementation of the BRIF (The Bioresource Research Impact Factor) as described in the BBMRI-ERIC Work Programme 2014. In addition the incumbent will participate where appropriate in the generation of quality management 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, the design of project documentation and dissemination activities.

Requirements of the Role

One of the key elements of BBMRI-ERIC infrastructure is to provide top-level expertise, services and tools in the areas of biobanking to the biobanking community and biobank users. The Quality Manager is expected to have a high level experience in quality management, especially biobanking in academic or industrial settings. The incumbent should be familiar with the concepts of Quality management, Quality management System, Quality Assurance, Quality Control, Standard Operating Procedures, Best Practice, Fit for purpose, Standardisation , Harmonisation , Traceability, Authentication, Qualification, Validation, Proficiency Testing, and Reference Materials. 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 humor 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-ERIC, 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. The role-holder is also required to stay abreast of key technical developments within the scope of BBMRI-ERIC, therefore we seek for applicants with a PhD with extensive training in Quality Management. Additionally full knowledge and experience working within relevant international best practices and European and National legislations in the field of biobanking and research related to human sample acquisition, storage, processing and current best practice is necessary. Experience in internal audits and external inspections (based upon ISO 9000, ISO 15189, ISO 17025, GLP, GMP) is considered an advantage.

Employment Terms and Conditions

The Quality 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 (70,000.00 € 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.