

JOB OFFER

to fill a senior technician position to promote communication, dissemination and support the scientific and technical activities linked to the Landscape Archaeology Research Group (GIAP) of the Catalan Institute of Classical Archaeology (ICAC) (Code 017.140).

Presentation

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Presentation

The Catalan Institute of Classical Archaeology (ICAC) is a public research institution created by the Government of Catalonia and the Rovira i Virgili University. The ICAC aims to research, provide training and disseminate protohistoric, classical and late antique cultures of the Mediterranean and beyond. The Institute is considered a research centre in Catalonia, identified as a CERCA centre. ICAC is based in Tarragona and is made up of a team of about 60 people including research staff, research support staff and management and administration staff.

Given the need to promote communication, dissemination and support of scientific and technical activities linked to the research lines of the Landscape Archaeology Research Group (GIAP), the hiring of a senior technical person is required to manage the aforementioned activities, which are detailed in the job functions section.

The characteristics, requirements, and procedure that will be followed to resolve this call are listed below.

0. General characteristics of the offer

- 0.1. **Position:** senior technician with organic and functional affiliation to the Research Group in Landscape Archaeology (GIAP).
- 0.2. **Job category:** senior technician (A3).
- 0.3. **Work centre:** plaça d'en Rovellat, s/n, Tarragona.
- 0.4. **Working day:** full 37.5 hours per week from Monday to Friday.
- 0.5. **Remuneration:** €35,157.22 gross per year.
- 0.6. **Duration:** indefinite.
- 0.7. **Number of jobs:** 1
- 0.8. **Type of contract:** permanent full-time (100).
- 0.9. **Call:** public offer.
- 0.10. **Procedure:** ordinary.
- 0.11. **Regulations:** ICAC Instruction 3/2022, of 15 September, Article 23bis of Law 14/2011, of 1 June, on Science, Technology and Innovation, amended by Law 17/2022, of 5 September, and Law 9/2022, of 21 December, on Science.
- 0.12. The measures to promote the reconciliation between work, family and personal life and gender equality in this job will be attached to the employment contract and can be consulted on the ICAC website, [here](#).

1. Requirements to participate

- 1.1. It is necessary to have a university degree, higher degree or equivalent, in the field of archaeology, history, communication, philology or any other suitable qualification or in accordance with the object of the offer.

2. Job Functions

- 2.1. Implement the communication and dissemination activities of the GIAP's lines of research and support them. Among other functions, it will be in charge of:
 - The Group's news,
 - The management and development of the website.
 - The management of the Group's blogs and attention to the mass media.
 - The organization of workshops and seminars of the GIAP.
 - The organisation and management of the group's activities (including dissemination such as the Europeans Researchers Night, Pint of Science, etc.).
 - To collaborate in the communication and dissemination activities of the ICAC in which the GIAP participates.

- 2.2. To support the coordination of the GIAP and especially in the organization of group meetings and in the preparation of graphs, statistics, reports and other information of the Group.
- 2.3. To support the internationalization and management actions of European projects. It will take special care of:
 - Analyse calls and provide support in the preparation and management of European projects.
 - Development of procedures and protocols for the incorporation and integration of newly arrived foreign researchers.
 - Networking and coordination of groups for the management of European projects.

3. It will be valued

- 3.1. The experience of having worked in other entities dedicated to the communication and dissemination of research activities and especially of archaeological heritage.
- 3.2. Have complementary studies related to the required skills.
- 3.3. Adequate knowledge and mastery, at least at user level, of computer software for office applications, data management and others that may be appropriate for the activities to be carried out.
- 3.4. The ability to write documentation clearly and the ability to communicate.
- 3.5. The creative and innovative capacity to generate new formats of communication and knowledge dissemination activities.
- 3.6. The ability to work both autonomously and in collaborative environments and projects.
- 3.7. The ability to communicate, take initiative and have a good relationship with the other members of the work team.
- 3.8. The written and oral mastery of Catalan and Spanish. Also the mastery of other languages and especially the English language.

- 3.9. The predisposition to mobility, the flexible working day adapted to the scheduled activities, if applicable, and having a class B driving license.

4. Submission of applications

- 4.1. Interested people who meet the requirements can submit the application by email to the personal@icac.cat address of the Catalan Institute of Classical Archaeology. The email will consist of:
- 4.1.1. Subject: You must write "ICAC call 017.140" in the *Subject* section of the email.
 - 4.1.2. Body of the message: in the section reserved for the text of the message, it will be necessary to include the surname and first name, the NIF, the contact telephone number, the academic qualification, as well as stating the willingness to participate in this job offer.
 - 4.1.3. Attached documents:
 - 4.1.3.1. A PDF of the degree required in the call (section 1. Requirements to participate).
 - 4.1.3.2 A PDF of the applicant's *curriculum vitae* that is related to the subject of the job offer.
 - 4.1.3.3. A PDF containing the supporting documents corresponding to the merits alleged in the CV.
- 4.2. In the *curriculum vitae* it is necessary to make a detailed description of the functions carried out in each of the jobs that have been occupied and detail the dates of the time worked. As for training, it is necessary to specify in all cases the hours of duration of the courses and the type of certification obtained (attendance, attendance with achievement,...); With regard to knowledge of languages, the corresponding certificate specifying the level achieved in accordance with the classification of the Common European Framework of Reference for Languages (CEFR) must be provided.
- 4.3. The deadline for submitting applications ends on February 26, 2023 at 12 p.m.
- 4.4. Applications that do not meet the requirements will not be taken into account.

5. Selection procedure

- 5.1. The Evaluation and Selection Committee (hereinafter, CAS) will assess the applications based on the CVs. In addition, the CAS will score out of a maximum of 100 points and in accordance with the following sections:
- 5.1.1. Academic qualifications: academic qualifications will be valued when they are suitable for the job, with a score of 0 to 10 points. This assessment will not take into account the degree presented to meet the requirements specified in section 1 of the offer.
 - 5.1.2. Work experience and other training: participation in research activities will be valued; work or professional experience related to the subject of the call; the scholarships, grants or contracts obtained related to the object of the call and the knowledge of languages; with a score of 0 to 60 points.
 - 5.1.3. Other curricular merits such as: participation in dissemination and social communication activities or other activities related to the object of the call; with a score from 0 to 30 points.
- 5.2. If it deems it appropriate, the CAS may request the documentation it deems necessary to verify the alleged merits, at any time during the processing of the application. Failure to provide the required documentation within the requested period may result in the suspension of the application.
- 5.3. In the event of a tie for the highest score, the CAS will interview each of the matched applicants to better determine the merits and assign the order of priority among them. If the CAS deems it appropriate, it may also interview applicants who have obtained up to 10 points of difference, at most, with respect to the applicant who has achieved the highest score. In the interview, the CAS will assess more accurately the merits and abilities determined in the call, especially the abilities and knowledge listed in section 3. The maximum score for the interview will be 15 points, which must be added to the points obtained in the assessment of the rest of the merits. If the interview score requires it, the maximum score of 100 points provided for in the offer may be exceeded.
- 5.4. Applications that have not obtained 60 points in the evaluation cannot be selected nor can they be part of the reserve list.

- 5.5. The selection procedure will be carried out after the closing of the admission of applications and is expected to be resolved on approximately March 3, 2023. The date of incorporation must be immediate and, at the latest, March 15, 2023.
- 5.6. In compliance with art. 9.1.e) of Law 19/2014, of 29 December, on transparency, access to public information and good governance, the name and surname of the person selected for the job offered will be published in the resolution of the concession that will be uploaded to the ICAC website, section Work at the ICAC, unless the selected person exercises the right of opposition and informs the ICAC that there is a special circumstance that justifies it legally that it is not published.

6. Personal data

- 6.1. By formalising and submitting the application, applicants accept the Offer Rules and give their consent to the processing of the personal data that are necessary to take part in the call and for the rest of the processing of the selection process or other actions arising from it. in accordance with current regulations.
- 6.2. The personal data contained in the application will be processed in the activity Selection and provision of jobs, with the following specifications:
- 6.2.1. Identification of the activity: Selection and provision of jobs.
- 6.2.2. Data controller: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33, info@icac.cat, www.icac.cat .
- 6.2.3. Data Protection Officer: delegatpd@icac.cat, Catalan Institute of Classical Archaeology, plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
- 6.2.4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
- 6.2.5. Legal basis: consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees.
- 6.2.6. Recipients: publication on the ICAC website of the procedures of the selection process, in accordance with current regulations; the applicant will be informed that their data will be published on the ICAC website; people who access the information by applying the principle of active advertising provided for in the transparency regulations; the

- competent public administrations in this area, in compliance with the applicable legal obligation. Personal data will not be transferred outside the European Union.
- 6.2.7. Rights of the interested parties: you may access the personal data provided, request its rectification or deletion, oppose its processing and request its limitation, by sending an express request to delegatpd@icac.cat.
 - 6.2.8. Retention period of personal data: the document conservation and disposal calendar of the Administration of the Generalitat de Catalunya will be complied with.
 - 6.2.9. Complaint: in the event that the rights of the applicant with regard to the protection of their personal data are violated, especially when they have not obtained satisfaction in the exercise of their rights, they can file a complaint with the competent Data Protection Supervisory Authority through its website: www.apdcat.cat.

7. Follow-up of the call in accordance with the principles for hiring ICAC staff

- 7.1. This call must comply with the principles approved by the ICAC within the framework of the OTM-R program of the HRS4R accreditation. These principles are included in the document entitled [Principles for hiring ICAC staff](#) and which can be consulted on the Institution's website.
- 7.2. In compliance with the aforementioned principles, this call will be evaluated in accordance with the procedure established in the aforementioned document.
- 7.3. It is worth mentioning in particular the principles that ensure fair and transparent hiring based on equal opportunities in employment; to avoid discrimination in the recruitment of staff on the grounds of gender, marital status, sexual orientation, disability, nationality, political or religious beliefs, or any other type of discrimination, and to comply with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers promoted by the European Commission to ensure fair and transparent recruitment.

Tarragona, 9 February 2023
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