The University of Burgundy recruits
A European Project Manager - Exact and ICST sciences

For the Research Division

Rooted for 300 years on its territory, the University of Burgundy is a historical institution, with a staff of 2800 people. It welcomes 35,000 students on 6 campuses: Dijon, Auxerre, Chalon sur Saône, Le Creusot, Mâcon, Nevers.

It is a multidisciplinary university, with 400 training courses and 32 research laboratories, ranging from archaeology to artificial intelligence, uB operates to train citizens and professionals of today and tomorrow, and to face societal challenges.

The University of Burgundy is a founding member of the European Alliance Forthem which makes it a European campus with the possibility of collaborating with partner universities.

Working at uB means putting your skills at the service of an essential public service mission: helping to create and transmit knowledge and develop research.

DEPARTMENT

The Research Division aims to put in action the research and development policy of the university, to support laboratories in their management, their projects and contracts and ensure an interface function with the main administrative departments of the university and the external funders. The Research Division also manages doctoral studies and the zootechnics platform. Within the Research Division, the European Affairs officer will join a support unit for the assembly of shared projects with the CHU Dijon and the Georges François Leclerc Centre.

MISSIONS

In 2023, the University of Burgundy, the CHU Dijon and the Georges François Leclerc Centre won a France 2030 call for proposals for the project: "Research, Training, Sponsorship: a springboard to autonomy (STRADA)". The objective is to accelerate the development strategies of higher education and research establishments, in particular through greater success in European calls for projects.

This program was created to reinforce the participation to European Research framework programs and to help research forces to be part of the best scientific networks.

The European Project Manager accompanies researchers and research professors from exact and ICST sciences laboratories with the identification, the set up and the implementation of their European projects while contributing to strengthening the positioning of the uB, CHU Dijon and CGFL within the European research Area.
The aim is to contribute to the implementation of a collaborative and agile space to help with project development. Hence, the European Project Manager will be able to draw on the example and expertise of the partners of the FORTHEM Alliance and the National Research Organisations, which already benefit from efficient and well-developed structures to support the setting up of European projects.

Depending on the profile and experience of the successful candidate, management and coordination tasks for this support unit (3 additional positions specialized by scientific field, and 1 in charge of european missions) may be envisaged.

He/she has the mission of advising the positioning and structuring of the projects, identify potential partners and participate to the writing of the scientific and non-scientific parts (help with setting up a project: response methodology, management, dissemination, etc.) He/she will also put in place training programs for researchers and research professors on the theme of projects writing and will provide targeted information on the opportunities offered by the Horizon Europe program to the concerned laboratories.

**MAIN TASKS**

The European Project Manager will lead actions autonomously under the authority of the Director of the Research Unit and in permanent contact with the Dijon University Hospital, the CGFL, the departments involved, the University's governance (Vice-Presidents, General Management of Services) and the Forthem University Alliance Office:

- Advise and accompany the research teams in setting up projects in response to Horizon Europe/Erasmus+ call for proposals in the "exact and ICST sciences" field.
- Foster the development of new European research and innovation projects at a laboratory level.
- Monitor the laboratory’s activities and disseminate targeted information on funding opportunities in Horizon Europe and Erasmus+ and on projects funded by the European Commission.
- Helping research teams identify calls for projects that correspond to their needs/proposals, helping to search for partners.
- Helping to prepare responses to Erasmus+ Calls for Proposals.
- Participating in the drafting of the scientific and non-scientific parts of the project, compiling the scientific contributions of the various partners and homogenize them. Reread the projects and make proposals for modifications or rewriting of the text in line with the strategic direction of the call for projects.
- Participate in awareness-raising initiatives for laboratory staff.
- Get involved in regional professional networks dedicated to the European Union and promote the funded projects.
- Propose relevant tools and indicators for monitoring detection and analysing project evaluation results.
- Organise training programs, information and awareness-raising events on the writing aspect of European calls for projects.

**SKILLS**
KNOWLEDGE
- Knowledge of the different national and European fundings programs in the area of research, innovation and the Horizon Europe program specifically.
- Knowledge of the French research organization, the higher education and their challenges.
- Knowledge of the operating rules of higher education and research establishments.
- Basic knowledge of contract law and intellectual property regulations is appreciated.

TECHNICAL AND METHODOLOGICAL EXPERTISE
- English language: excellent fluency in English both written and spoken
- Mastering the engineering of European research projects and scientific projects
- Ability to work in a team
- Know how to lead a project
- Ability to conduct negotiations and mastering techniques in an international and European context
- Ability to use specific softwares related to the activity

SOCIAL SKILLS
- Team spirit, adaptability to various situations and people: teamwork with researchers, departments, partners...
- Diplomacy and discretion
- Capacity to adapt to a wide variety of different actors and cultures
- Great responsiveness in accordance with the calendar constraints, organization (milestones)
- Curiosity, adaptability and willingness to learn
- Autonomy and responsibility

REQUIRED DIPLOMA – REQUIRED QUALIFICATION
Master’s degree or PhD in the field of European projects setting-up and coordination and/or health sciences. At least one year of experience in the sector of European research and innovation projects would be appreciated.

CONTRACT – PRACTICE CONDITIONS
- Foreseeable start of contract: 1st December 2023 or 1st January 2024
- Starting date (forecast): from 1st December 2023 or 1st January 2024
- Contract (category, duration, renewable or no etc.): one year fixed-term contract, renewable for two years then a contract of indeterminate duration at the end of the 3 years.
- Full-time, no teleworking
- Work environment and benefits:
• American-style campus with sports facilities available to the staff
• Access to academic libraries and catalogues
• Access to the Atheneum (cultural centre) and its program
• Possible membership of staff associations (equivalent to a work council)
• Accessibility to the campus by tram and bus or DIVIA bicycles
• Sustainable mobility package
• Partial coverage of mutual insurance
• Numerous catering outlets (university cafeterias...)
• Several days of paid leave

**RENUMÉRATION**

From 2 510 € à 4 036 € gross salary per month depending on the diploma, the experience, the professional experience

**APPLICATION**

- List of the required documents: **detailed resume and cover letter**
- Send application to: **candidature-ub@u-bourgogne.fr** and indicate clearly the reference of the job offer.
- Deadline for applications: **until the position is filled**