

## European Research Project Manager

### General information:

Reference: UAR3501-LYDSEA-013 on <https://emploi.cnrs.fr/>

Place of work: TOURS

Type of contract: Technical/Administrative fixed-term contract

Contract duration: 7 months

Expected date of employment: 4 April 2023

Working hours: Full time

Remuneration: between 2226 and 2641 euros gross per month

Level of study required: Bac+5 Master 2 or Doctorate with a thesis defended less than 3 years ago on 1st April 2023)

Desired experience: 1 to 4 years

BAP: Management and Steering

Typical job: International Cooperation Officer

### Working context:

The project will be submitted by the CNRS, which is forming a consortium with the Fondation des sciences du patrimoine and the Italian CNR to prepare the response. In this context of programme management, the person recruited will work alongside the CNRS scientific coordinator at the Maison des Sciences de l'Homme (MSH) Val de Loire. The latter is a federative structure of research teams in the Humanities and Social Sciences. It is placed under the supervision of the CNRS and the universities of Tours and Orléans and brings together 22 research teams covering all the disciplines of the SHS.

Within the MSH, on the University of Tours site, the European research project manager will work under the hierarchical responsibility of the director of the Maison des Sciences de l'Homme Val de Loire and under the functional responsibility of the scientific coordinator of the response to the European Collaborative Cloud for Cultural Heritage call.

### Tasks:

The main task of the Project Manager will be to assist the CNRS Scientific Coordinator in the preparation of the response to the European Collaborative Cloud for Cultural Heritage call. (A European Collaborative Cloud for Cultural Heritage HORIZON- CL2-2023-HERITAGE-ECCCH-01)

He/she will assist the scientific leader in its contribution to the elaboration of this response within the consortium formed in accordance with the terms of the Non-Disclosure Agreement.

His or her missions will thus cover a range of tasks related to the organizational and scientific management of the project, as well as communication.

Under the supervision of the scientific coordinator for the CNRS, he/she will work in conjunction with the CNRS European project engineer and the consortium partners.

### Activities:

The person, recruited for a period of 7 months from 1 April 2023, will carry out his/her activities within the MSH Val de Loire under the responsibility of the unit director.

The person recruited will assist the CNRS coordinator in the development and coordination of the European Collaborative Cloud for Cultural Heritage call: The main activities will be the following:

- Oversee the construction of the collaborative project and the respect of the timetable;
- Co-facilitate the network and exchanges between partners (organise and lead working meetings with project partners, propose the agenda, write the minutes, implement and monitor the action plan);
- Organise and facilitate consortium meetings;
- Drafting agendas and minutes of consortium meetings.
- Prepare, monitor and update the management tools necessary for the management of the project (methodological guide to procedures, standard document templates, collaborative platforms, etc.);

- Implementing communication actions (mailing, intranet, updating websites and participating in the development of other communication tools such as social networks);
- Coordinate the writing of project progress reports (scientific and financial),

The person will integrate into the MSH Val de Loire team and will benefit from its environment.

## Skills:

### Education and experience:

- Any doctoral degree in human sciences or Master 2 or equivalent (BAC+5) in relation to human sciences and/or project management: European project management, etc.
- At least one year's experience in project management,
- Experience in European or international project management is desired.

### Operational skills

- Technical skills in the management and administrative and financial follow-up of projects,
- Ability to read, communicate and write scientific documents
- Good command of the French language (mother tongue or equivalent), both spoken and written
- Good command of the English language (level C1 written and spoken - European Framework of Reference)
- Oral and written communication skills (leading meetings, group facilitation in English)
- Desired skills in the field of communication (website management...)
- Interpersonal skills and a taste for teamwork, diplomacy,
- Organizational skills, rigor and autonomy, respect for deadlines, ability to adapt to unforeseen circumstances,
- Dynamism, strength of proposal, sense of responsibility, ability to report

## Knowledge:

- Knowledge of the organization of European research projects and of European policies related to research and innovation
- Knowledge of the European institutional environment and the national and European research landscape
- Knowledge of at least two scientific disciplines in the field of cultural heritage
- Knowledge of the functioning and rules of public administrations
- General knowledge of open science (open data and publications...) appreciated.
- Knowledge of Intellectual Property and Research Ethics would be a plus

## Constraints:

- Management of several activities at the same time
- Complex or time-sensitive tasks
- Occasional travel

## Contact:

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