

VACANCY NOTE

Job title: BBMRI-ERIC ELSI Helpdesk Coordinator

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

Duration: 2 years (24 months)

Job Purpose: The **BBMRI-ERIC ELSI Helpdesk Coordinator** is coordinating the Common Service ELSI Helpdesk and will be supervised by the Director of the BBMRI-ERIC Common Service ELSI.

Short description of BBMRI-ERIC:

The pan-European Biobanking and BioMolecular resources Research Infrastructure 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 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

The Common Service ELSI is setting up a federated ELSI Helpdesk for the member states of BBMRI-ERIC. It's going to be a federated model where ELSI experts from the National Nodes and/or Common Service ELSI will provide customized assistance to scientists when setting up and conducting biobank-related research projects. Requests will be forwarded to the ELSI Helpdesk Coordinator through BBMRI-ERIC's request tracking system. Depending on the complexity of the questions, the coordinator will answer directly and/or organize the response with the support of one or several National Node/Common Service ELSI experts. Questions requiring input from national ethical and legal regulatory frameworks will be directed to the National Nodes. The Coordinator of the BBMRI-ERIC ELSI Helpdesk is thus responsible for coordinating the federated BBMRI-ERIC Common Service ELSI Helpdesk. He/she organises an ELSI team with representatives from the National Nodes and/or the Common Service ELSI including different kinds of expertise (e.g., law, ethics, and societal issues). He/she works under supervision of the Director of the Common Service ELSI. He/she manages and edits the information on the BBMRI-ERIC website as regards to the ELSI Helpdesk and its tools.

Requirements of the Role

The BBMRI-ERIC ELSI Helpdesk Coordinator is expected to have experience regarding the specific ethical, legal and societal issues of European biobanks, especially knowledge about both European and national laws. Hence, a legal background is considered a plus. Interpersonal skills, the ability to liaise with ELSI colleagues and stakeholders in a distributed, international, interdisciplinary environment are essential requirements. As English is the common working language of BBMRI-ERIC applicants must be fluent in English. The jobholder will be asked from time to time to work outside normal working hours and occasionally to undertake national and/or international travel. We are seeking for highly motivated people with a minimum of a master's degree and preferably with a PhD, (especially in law).

Employment Terms and Conditions

The BBMRI-ERIC ELSI Helpdesk Coordinator will be directly employed by BBMRI-ERIC in its Central Executive Management Office in Graz, Austria. For jobholders coming from BBMRI-ERIC member states a secondment against reimbursement is possible. Details are subject to negotiation. 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 part-time position (50%).

Salary

According to European/international standards for similar role and responsibilities and requirements of this function (2.400.-€ as minimum monthly gross salary; final salary dependent on terms of qualification and experience).

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.).

In case of any questions, please contact:

Michaela Th. Mayrhofer PhD, Senior Project Manager/Chief Policy Officer Common Service ELSI, michaela.th.mayrhofer@bbmri-eric.eu, +43 664 88 72 18 74 (not available between the 23rd of December – 8th of January 2017)

Please send the required documents via e-mail to the following address:

Markus Pasterk, Administrative Director, admin.dir@bbmri-eric.eu

Deadline for application is the 13st of February 2017; anticipated start of work 1st of March 2017.