

## VACANCY NOTE

**Job title: Quality Management officer (QM officer) – full-time**

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

**Job duration:** 5 years with the possibility of extension

### Who we are:

*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 22 November 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](http://www.bbmri-eric.eu).*

### Key Responsibilities

In addition to the task of implementing the quality policy at all levels of the organization, the QM officer is responsible for the following tasks:

- Development of QM systems for basic and applied research projects (EU Grants)
- Maintenance of management documentation in compliance with the requirements of European and international standards (<http://www.bbmri-eric.eu/services/standardisation/>)
- Improvement of quality methods and procedures
- Review and improve QM systems according to the BBMRI-ERIC quality policy
- Assistance development and coordination of sector-specific quality promotion programs
- Assistance professional representation of the management in quality matters

### Requirements

- Completed training for Quality Management Representative / Quality Systems Manager or equivalent
- Several years experience within Quality Management System administration (<http://www.bbmri-eric.eu/services/standardisation/>)
- High quality awareness
- Advanced Project Management skills
- Advanced Microsoft Office skills
- Advanced spoken and written English and German

### Desirable skills

- Experience with Integrated Management Systems in organizations preferably in science/healthcare

- Experience with implementing and certifying QMS in organizations preferably in science/healthcare
- Experience with biological material/data quality aspects and GDPR in organizations preferably in science/healthcare
- Readiness to travel

## **Employment Terms and Conditions**

The Quality Management officer 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 support for people moving to Graz.

## **Salary**

According to European/international standards for similar role and responsibilities and requirements of this function (€ 35,000.00 as annual gross salary; final salary dependent on terms of qualification and experience) and is at this time designed for 5 years project duration.

## **Application Procedure**

For applications to be valid, candidates must submit:

- A Curriculum Vitae [CV] with photo, in English
- Supporting documents ( e.g.: copies of degrees, training certificates, bibliography, references etc.)
- Letter of intent in English

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

Carmen Cristea, at [carmen.cristea@bbmri-eric.eu](mailto:carmen.cristea@bbmri-eric.eu)

Deadline for application is the 5<sup>th</sup> of December 2018; anticipated start of work is the 15<sup>th</sup> of January 2019.