

ERC PROJECT MANAGER

As part of the E@SELY SKILLS project, four engineering schools in the Lyon-Saint Etienne academic region - Centrale Lyon, ENTPE, INSA Lyon, and Mines Saint-Etienne - in partnership with the University Jean Monnet-Saint-Étienne, are creating a shared skills centre to encourage and promote the access to European funding opportunities. Consequently, Centrale Innovation, the subsidiary of Centrale Lyon for R&D and valorisation, is recruiting an ERC Project Manager.

Mission:

The selected candidate will be responsible, in collaboration with the institutions' European grants units, for encouraging, preparing, and supporting ERC (European Research Council) applications. The ERC project manager will also to create and lead an ERC club shared across the Lyon/Saint-Etienne region. The selected candidate will work under the supervision of Centrale Innovation, the employer, but will closely interact with the E@SELY SKILLS project partners.

Key Activities:

- Raise awareness and provide information to researchers about ERC projects.
- Identify potential ERC candidates in collaboration with research laboratories.
- Establish and manage an ERC club at the Lyon/Saint-Etienne site level, in partnership with other institutions in the region, to enhance participation in this program of excellence.
- Develop and conduct coaching sessions to prepare candidates.
- Provide personalised support to each ERC project leaders, including assistance for proposal writing.
- Establish a review committee for each project.
- Contribute to the monitoring of indicators and to the annual activity report of the resource-pooling center.

Candidate Profile:

Ph.D. in engineering sciences with experience in the set up and management of European research projects, particularly ERC projects, gained within a university valorisation department or a research organisation.

Skills:

- Strong knowledge of the financial and legal aspects of research projects funded by European programmes, such as Horizon Europe.
- Solid understanding of the structure and regulations applicable to public research (institutional framework and research valorisation system).
- Familiarity with the functioning of a research laboratory.
- Excellent interpersonal and negotiation skills.
- Pedagogical and attentive, with the ability to build a community of researchers.
- Rigorous, autonomous, and organised.
- Proficient in English.
- Ability to work in a complex environment and to adapt to changes in law, practices, and rules.
- Adaptability to different stakeholders
- Proactive, available, and able to meet deadlines.
- Project management skills.
- Proficiency in computer tools.

Internal and External Relations:

Internal:

- European units and valorisation teams of the partner institutions/subsidiaries.
- Financial, accounting, and legal departments.
- Researchers from the laboratories.

External:

- Institutional partners.
- National and regional European networks: National Contact Points (NCPs), network in the Auvergne Rhône Alpes region, network of Lyon Saint-Etienne Europe offices.

Position Details:

- Position to be filled on the 1st December 2023,
- Location: Lyon (69).
- Type of Contract: Permanent.
- Salary: Depending on profile and experience – starting from €36,000 gross/year.

Recruitment Process:

- Applications should be submitted on the website:
<https://centraleinnovation.recruitee.com/l/en/>
- Application deadline: 21/11/2023
- The recruitment process will consist of two stages, overseen by a recruitment committee, in accordance with Centrale Innovation's [OTMR policy](#):
 1. Evaluation of written applications: CV + letter of motivation
 2. Selection interview: in person or via video conference.