

EUROPEAN RESEARCH PROJECT MANAGER

As part of the E@SELY SKILLS project, four engineering schools on the Lyon-Saint Etienne academic site, 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.

Centrale Innovation, the subsidiary of Centrale Lyon for R&D and valorisation, is looking for a European research project manager based in Lyon.

Mission:

The selected candidate will be responsible, in collaboration with the institutions' European grants units, for raising awareness among researchers and for setting up and negotiating European research contracts, particularly those coordinated by partner institutions.

This European research project manager will work under the responsibility of his/her employer, Centrale Innovation, but will carry out his/her activity in close collaboration with the partners of the E@SELY SKILLS project in Lyon.

Key activities :

- Monitoring on calls for projects,
- Raising awareness, informing and training researchers about European research projects, in conjunction with the other players on the Lyon / Saint-Etienne site,
- Identifying research topics within the laboratories that could be developed into European projects,
- Setting up projects such as Horizon Europe/LIFE/Digital Europe, etc.: assisting researchers with administrative and budgetary aspects, resource planning, intellectual property, open science, etc.
 - Search for partners,
 - Drafting assistance
 - Partnership coordination
 - Proofreading
 - Help with submitting the project on the European portal
- Monitoring indicators to be reported to the institutions' Europe grants units,
- Contributing to the monitoring of indicators and to the annual activity report of the resource-pooling center.

Candidate profile :

Higher education (minimum Master's degree in science and/or European project management) with experience in setting up and managing European research projects acquired within a valorisation department of a university or research organisation.

Skills :

- Strong knowledge of the financial and legal engineering of research projects funded by the European Commission, 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 and industrial partners,
- National and regional Europe networks: National Contact Points (NCPs), Europe network in the Auvergne Rhône Alpes region, network of Lyon Saint-Etienne Europe offices, etc.

Position:

- Position to be filled on the 1st December 2023,
- Location: Lyon (69),
- Type of contract: Permanent contract,
- Salary: depending on profile and experience - from €32k 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.