

## RECRUITMENT AND SELECTION PROCESS

**Position:** Business Analyst | Senior Valorization and Technology Transfer Analyst: Alchemy Biotech Innovation Hub (M/F)

**Internal Reference:** CI\_BA-SV&TTA#EBRI

### 1. Framework

The EBRI - European Bioproducts Research Institute<sup>1</sup>, as part of a financial contribution from the European Social Fund to the operation with code NORTE-06-3559-FSE-000115, designated by Contratação de Recursos Humanos Altamente Qualificados (PME ou CoLAB) and in the terms of the Notice Application Opening number NORTE-59-2019-30 is in the process of recruiting a Business Analyst - Senior Valorization and Technology Transfer Analyst: Alchemy Biotech Innovation Hub.

### 2. Core functions

- Valuing technologies in a both economically and technical-scientific way ;
- Technological surveillance;
- Positioning solutions in target markets;
- Continuous interaction with industry and market information - providing this support to researchers involved in different R&D activities.

### 3. General Requirements

National, foreign and stateless candidates who hold a PhD degree in Engineering, Natural Sciences, Bioengineering or Biotechnology may apply.

Graduates in these areas, with proven professional experience in innovation management, namely in collaborative R&D and the economic valorisation of its results, may also apply.

#### 3.1. General and special requirements

The general admission requirements are those defined in the previous point and in particular will be valued the candidates with specific professional specialization relevant to the area of hiring, which complements the initial training hired<sup>2</sup> and which is necessary to offer articulated management skills, such as additional training at MBA level.

Will be also valued the candidates that present the following profile:

- Experience of 5 years in collaborative environments, especially in managing the cultural interface between company, academy and other stakeholders (must have participated in successful marketing - demonstration, industrial pilot and commercial scale-up of specific products in real markets - of R&D results in the industrial area, with preference for products manufactured through

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<sup>1</sup> O EBRI - European Bioproducts Research Institute It is constituted as a center of valuation and knowledge transfer in the area of Bio-resources, based on the relationship with the CBQF\_ Centro de Biotecnologia e Química Fina da Escola Superior de Biotecnologia of the Universidade Católica Portuguesa do Porto and the stakeholders that have developed around the business area of Bioproducts both nationally and internationally.

bioprocesses or fine chemicals and with preferential application in the following areas: cosmetics, food, materials, animal, medical);

- Fluent user of collaborative working tools (MS office: powerpoint, excel, word, onenote, sharepoint, project);
- Advanced user of English and experience of using the language in a professional environment;
- In-depth knowledge of the National Innovation System, its institutions and actors, as well as the main public policies that support the System;
- Experience in technology portfolio management;
- Experience in project management and project portfolio analysis;
- Experience in informal leadership of teams and working groups;
- Demonstrated ability to persuade colleagues and stakeholders, as well as results-oriented personality.

#### **4. Workplace**

The workplace is located in the premises of the Universidade Católica Portuguesa in Porto.

#### **5. Remuneration**

The reference gross monthly salary amount for this position is 3050.00 euros plus meal, vacation, and Christmas allowances.

#### **6. Selection process**

The selection methods to be used will be the following: i) curricular evaluation (50%); ii) previous experience (50%). If necessary, the 3 best placed candidates may be interviewed, and in this situation the weighting will be curricular evaluation (35%); ii) previous experience (50%) and selection interview (15%).

Applications which do not meet the requirements mentioned in point 3 will be excluded.

The final classification for candidates is expressed from 0 to 100. The selected candidate must obtain a final classification equal to or greater than 80 points. The value is calculated taking into account, the requirements and the selection process presented above. Only the activity relevant to the contest area will be considered.

#### **7. Form of publicity/notification of results**

The final results of the evaluation, after conclusion of the application of the selection criteria, will be published, through a ranked list of successful candidates in order of serialization of the candidates.

The serialization list of eligible candidates will be posted in the premises of Universidade Católica Portuguesa, in Porto, located at Rua de Diogo Botelho, 1327, 4169-005 Porto - Portugal, and each candidate will be notified of his/her position in the ranking list via email.

In this email, the reference will be identified as it is identified in the serialization list posted. Ineligible candidates will be notified by email, with an explanation of the missing elements of eligibility.

#### **8. Formalization of the application**

Applications must be sent by email to: [drh.recrutamento.porto@ucp.pt](mailto:drh.recrutamento.porto@ucp.pt), identifying in the subject of the email "Application to the competition CI\_BA-SV&TTA#EBRI".

Applications are to be submitted in English.

The application must be supported by the following documents:

- a) Curriculum vitae;
- b) Qualification certificate;
- c) Other certificates;
- d) Presentation letter, demonstrating the candidate's motivations;
- e) If the academic degree certificate has been awarded by foreign higher education institutions, the candidate must submit the Certificate of Recognition or proof of application for recognition in accordance with Portuguese law.

If the qualification has been granted by a foreign higher education institution, it has to obey the dispositions of the Portuguese legislation regarding the recognition of foreign degrees, regulated by DL n° 66/2018, of August 16. In case the candidate is selected, the signature of the contract is conditioned to the presentation of the formal document.

Applicants are advised to consult the website of the Direção-Geral do Ensino Superior (DGES) for further information on this matter:

<https://www.dges.gov.pt/pt/pagina/reconhecimento>.

## **8. Application period**

Candidates must submit their applications in the terms mentioned in the previous point, from January 16, 2023 until January 31, 2023 (until 5pm, Lisbon time).

Candidates who incorrectly formalize their applications or who do not prove the requirements required in this competition are excluded from admission to the competition.

False statements made by candidates will be punished according to the law.

## **9. Privacy Policy**

EBRI - European Bioproducts Research Institute is the Personal Data Controller under Regulation (EU) 2016/679 (General Data Protection Regulation).

The personal data processed within the scope of this recruitment contest are intended for the instruction of the same, and will be processed by EBRI - European Bioproducts Research Institute for the purpose of verifying the candidates' compliance with the requirements set out in the applicable legislation for their hiring.

Opposition to the processing of the data by the applicants will preclude to admit the application and, therefore, to analyse and evaluate it.

The personal data of the Holder, if this is indispensable for the fulfilment of the obligations of EBRI - European Bioproducts Research Institute, may be transmitted to third parties, namely, to the Financing Entities identified in this Public Notice. These data can also be processed by other entities that EBRI - European Bioproducts Research Institute has subcontracted for this purpose, besides UCP - Universidade Católica Portuguesa.

The data retention period shall correspond to the legally defined period of five years.

The Holder of the personal data has the right to oppose the collection and processing, to verify, correct, delete and limit the use of the collected data. The exercise of these rights is excepted when your personal data is used to safeguard the public interest, namely in cases of detection and prevention of crimes, or when they are subject to professional secrecy.

The data holder has the right of access and portability of the data.

For the exercise of their rights, contact the address identified at the end of this Notice under "Contacts for clarification". The data holder always has the right to contact and address a complaint to the National Commission for Data Protection.

#### **10. Non-discrimination and equal access policy**

EBRI - European Bioproducts Research Institute actively promotes a non-discrimination and equal access policy, so no candidate may be privileged, benefited, prejudiced or deprived of any right or duty due to, namely, ancestry, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.

#### **11. Final notes**

A indefinite employment contract (contrato de trabalho por tempo indeterminado) will be signed with the selected candidate predicted to start on February 15<sup>th</sup> 2023.

The present competition can be cancelled when it is deserted, when any case of force majeure occurs, or when budgetary reasons, supervening the opening of the contest, determine it.

The present competition and the consequent celebrated contract will only take effect if the financing conditions foreseen are met.

#### **12. Contacts for clarification**

Universidade Católica Portuguesa – Centro Regional do Porto

Rua de Diogo Botelho, 1327 | 4169-005 Porto, Portugal

Direção de Recursos Humanos (Human Resources Administration)

[drh.recrutamento.porto@ucp.pt](mailto:drh.recrutamento.porto@ucp.pt)