



European Research Council
Executive Agency

Established by the European Commission

CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/166/2018

The European Research Council Executive Agency (ERCEA) is organising a Call for Expression of Interest in view of establishing a Reserve List for:

Seconded National Experts

Policy Analyst in Bibliometric and Scientometric Analysis

Applications shall be forwarded by the Permanent Representations,
the EFTA Secretariat or the Permanent Delegation of Turkey by
Friday, 11 May 2018, at 12:00 (midday) Brussels time.



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SNE Policy Analyst in Bibliometric and Scientometric Analysis

Person Specification

The overall purpose of this post is to support the monitoring and evaluation of the funding activities of the European Research Council (ERC). This involves contributing to strategic policy analysis (in particular bibliometric/scientometric analysis) as well as supporting the design, development and maintenance of information systems used in the monitoring and evaluation of ERC funding activities.

The duties of the successful candidate include the following:

Coordination of scientometric activities

- Organise, prepare, run and/or supervise bibliometric/scientometric analysis and studies to understand and document ERC activities and their impact (incl. drafting the reports and short communications).
- Propose new activities or extensions of existing activities and to further develop/improve bibliometric/scientometric approaches used to study research funding in general and the impact of research in particular through conceptual analysis.
- Participate in exchanges and consultations with external stakeholders, specialized organisations, associations and societies to further develop the capacity of the ERC to effectively use scientometric/bibliometric methods to document its activities and their impact.
- Follow the developments in bibliometrics/scientometrics and related fields and explore opportunities to use novel and advanced methods in the analysis of ERC activities and their impact.
- Liaise and collaborate with colleagues from the Unit and other parts of the Agency and support their work related to bibliometric/scientometric analysis of ERC activities and their impact. This includes providing support to colleagues in operationalizing policy/strategy questions into research questions and models amenable to advanced bibliometric/scientometric analysis.
- Take the lead in establishing the data needs for sound bibliometric/scientometric analysis of ERC activities and their impact; develop and implement a strategy for their acquisition and management.

Main Skills and Qualifications

Candidates should have the following skills and qualifications:

- A level of education which corresponds to completed university studies of at least three years, attested by a diploma. Further research qualifications at PhD level are particularly recommended;
- At least three years' work experience in administrative, legal, scientific, technical, advisory or supervisory functions;
- Experience with bibliometric/scientometric analysis ideally demonstrated by relevant publications of scholarly work or reports;
- Experience with the most commonly used bibliometric databases and novel bibliometric/scientometric databases and datasets including knowledge of their limitations;
- Excellent skills in – and experience with – data analysis, data management and advanced statistical methods;



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- A thorough knowledge of English¹ and a satisfactory knowledge of another official EU language to the extent necessary for the performance of the duties pertaining to the post;
- Outstanding interpersonal skills (including the ability to work in a team and exercise diplomatic skills);
- Outstanding communication and drafting skills (including the capacity to communicate technical or specialised information).

Working Environment

The job holder will work in the "Support to Monitoring and Evaluation of ERC Activities" Sector within Unit A.1 "Support to the Scientific Council". Over the years, the ERCEA has built an excellent data infrastructure for bibliometrics and scientometrics analysis. Its in-house bibliometric/scientometric databases include the datasets of Scopus, Web of Science and PATSTAT and closely monitor the developments of other relevant open datasets. The Seconded National Expert (SNE) will also work closely with colleagues who are experienced in data management and data analysis.

Who we are

The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the ERC, the first pan-European funding body sustaining the best frontier research in Europe, established by the European Commission in February 2007. The ERCEA was created in order to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate was renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to achieve the ERC's objectives, the ERCEA manages several frontier research grants: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, 'Advanced Grants' that support established top researchers, as well as 'Synergy Grants' for groups of two to four Principal Investigators to jointly address ambitious research projects. The grants fund projects in any field of research, with excellence as the sole selection criterion. Since the creation of the Agency, over 8,000 frontier research projects have been supported. Under Horizon 2020, the ERCEA has a total budget of some € 13 billion.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly-motivated staff with the right qualifications and expertise. The working environment at ERCEA is modern, dynamic, inspiring and engaging.

Within the ERCEA, Unit A.1 assists the Scientific Council in its mission and provides the secretariat for its meetings. In particular, the Unit helps the Scientific Council establish the overall research funding and management strategy of the ERC, including the annual work programme, and *leads the assessment, monitoring, evaluation, reporting and statistical analysis of the ERC's activities.*

¹ As the working language at the ERCEA and the vehicle language for the performance of the duties of a Policy Analyst is English, a thorough knowledge of English is essential.



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The Agency is situated in the heart of Brussels and expected to count a total staff of 529 by the end of 2020. For more details on the ERC and ERCEA, please visit our website: <http://erc.europa.eu/>

General Conditions of Secondment

This Call for Expression of Interest is intended to establish a Reserve List of approximately seven candidates for positions as SNEs.

In particular, please note that:

- SNEs are persons employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the ERCEA so that the Agency can benefit from their expertise in a particular field.
- An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State (Iceland, Liechtenstein, Norway and Switzerland) or a member of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (Turkey).
- The SNE must have worked for their employer on a permanent or contract basis for at least 12 months before the secondment.
- The SNE's employer shall continue to pay the SNE's salary, maintain their administrative status, and be responsible for all social rights, particularly social security and pensions. On this basis, the secondment is not an employment, nor does it lead to an employment.
- The SNE shall be entitled, throughout the period of the secondment, to a daily subsistence allowance (currently € 138.15 per diem) and a monthly subsistence allowance depending on the distance between the place of origin and the place of secondment.

Rules applicable to National Experts seconded to the ERCEA may be found here:

https://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf

Please carefully read these rules before applying to ensure you fulfil the eligibility criteria.

The initial duration of the secondment is typically two years. The secondment may be renewed up to a total period not exceeding four years (see Article 4 of the above-mentioned rules).

The place of secondment is Brussels, Belgium.

The secondment is expected to start in the last quarter of 2018.

Submission of applications

Each electronic application shall contain the following documents:

- a) A detailed Curriculum Vitae in Europass format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>);
- b) A motivation letter clearly mentioning the call reference and your e-mail address for correspondence.



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Please mention in the subject line your family name followed by the call reference: FAMILY NAME – ERCEA/SNE/166/2018 – Policy Analyst in Bibliometric and Scientometric Analysis.

The Permanent Representation, the EFTA Secretariat or the Permanent Delegation of Turkey must send your application to the ERCEA before the deadline to the following e-mail address: ERC-SELECTION@ec.europa.eu

The ERCEA will only take into account applications received by the deadline, which is **Friday, 11 May 2018 at 12:00 (midday) Brussels time**. Please liaise with your Permanent Representation, the EFTA secretariat or the Permanent Delegation of Turkey to ensure that your application reaches us well on time.

Selection procedure

All the applications are pre-screened and evaluated based on their skills and qualifications, and the best-qualified candidates are shortlisted for an interview.

Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu

Equal opportunities

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds (such as sex, race, colour, ethnic or social origin, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation). We offer flexible family-friendly working arrangements (flexitime, teleworking) in consideration of operational needs.

Protection of personal data

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

A Specific Privacy Statement is published on the ERC's website at the following address:

https://erc.europa.eu/sites/default/files/content/Privacy_Statement_SNEs.pdf

Candidates are invited to carefully read it, as it provides useful information about the processing of their personal data and relevant rights.



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Request for review

The ERCEA and the Selection Committee operate in the context of the general principles of European Union law as interpreted by the courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment.

If you nevertheless believe that one of these principles has not been applied in your case, you have the right, **within 10 calendar days** from the date when the letter notifying you of the decision was sent to you, to request a review by sending a letter stating your reasons to the e-mail address: ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

- The number of the selection process concerned;
- Your name;
- 'Request for review';
- The stage of the selection concerned in your complaint.

The ERCEA will forward it to the Chairperson of the Selection Committee if it comes within the Committee's remit, and you shall receive a reply as soon as possible.