

As a flagship research center in nanoscience and nanotechnology, our mission is to open and explore new frontiers of knowledge at the nanoscale, and bring value to society in the form of new understanding, capabilities and innovation, while inspiring and providing broad training to the next generations of researchers. Our values are Commitment, Collaboration and Transformation.

Our research lines focus on the newly-discovered physical and chemical properties that arise from the behaviour of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018 and 2018-2022 and 2023-2026). ICN2 comprises 20 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Group Assistant

Department: Nanomedicine

Description of Group/Project:

The Nanomedicine Lab aims to generate and disseminate fundamental knowledge in the field of nanomedicine by bringing together nanotechnology, bioengineering, pharmacology and their translation to advanced, clinically-relevant therapeutics and diagnostics.

Our mission is to pioneer the cutting-edge and emerging discipline of nanomedicine by bringing advanced materials and nanoscale platforms to the clinic.

The main lines of research in Nanomedicine Lab include:

- Nanomaterials as transport systems for therapeutic and diagnostic applications against cancer and neurodegenerative disease.
- Translation of advanced materials to the clinic.
- Discovery of novel liposome and vesicle systems to be used as components of therapeutics in oncology and neurology.
- Neurotechnology based on flexible, thin-film technologies for therapeutic applications in oncology and neurology.

The Nanomedicine Lab has been awarded one of the prestigious ERC Synergy Grants in collaboration with three other research institutions across Europe and has strong collaborative links and projects with the Center for Nanotechnology in Medicine at the Faculty of Biology, Medicine and Health of The University of Manchester in the United Kingdom.

Main Tasks and responsibilities:

Key Responsibilities, Accountabilities or Duties, include:

- To provide assistance to the Group Leader, Principal Investigators and researchers of the Nanomedicine Lab to facilitate, execute and ensure smooth operational capacity at the administration level.

General Responsibilities, Accountabilities or Duties, include:

The appointee will be expected to demonstrate flexibility and adaptability in order to meet the evolving needs of the research group.

- Daily assistance to the Group Leader and to the members of the Nanomedicine Lab (NM).
- Management of the Group Leader calendars and the NM Lab's general calendars. Schedule and attend meetings (lab meetings, seminars, project meetings), follow up actions, prioritising as appropriate. This requires the appointee to be aware of project priorities and pressures and be sensitive to the management and strategic direction of these activities.
- Engage with multiple stakeholders, especially internally at ICN2 and UAB, but also externally (EC Project Officers, National Contact Points), using judgement and discretion.
- Coordinate in the organization of activities in the NM Lab, trips for meetings and conferences, team activities, consortium meetings. Make travel arrangements, and liaise between the group and internal and external stakeholders/providers.
- Oversee/track the activities of the NM Lab, such as, team members, publications, group activities, and others, including the update of the NM website.
- Assist members of the NM Lab accessing scientific facilities (liaise with UAB).
- Support in yearly PhD enrolments and follow-ups, holiday requests, etc.
- Assist Project Managers in vacancies/post preparation, collection of documents for open access requests, collection of invoices for project justification, management of the NM Lab website and social media.
- Handle sensitive information and maintain confidentiality of all personal and corporate matters.
- Any other reasonable duties commensurate with the post that may be requested.

Requirements:

- **Education:** BSc in Science and/or Administration.
- **Knowledge:**
 - Good understanding of IT Tools MS Office (Outlook, Word, Excel and Power Point), social media and web platforms (WordPress).
- **Professional Experience:**
 - Previous experience working in a similar environment with proven relevant experience of supporting senior level management.
 - Experience in research centres will be valued.
- **Personal Competences:**
 - Strong organisational skills and ability to prioritise multiple tasks (time management), with a strong attention to detail.
 - Strong interpersonal and communications skills, and the ability to build relationships with key stakeholders.
 - Ability to use own initiative where appropriate and be proactive in approach to work.

- Fluent in English, both spoken and written, is mandatory.

Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: Temporary (1 year, with the possibility to extend for another 2 years).
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: as soon as possible.

How to apply:

All applications must be made via the ICN2 website and include the following:

1. A cover letter.
2. A full CV including contact details.
3. Reference letters or referee contacts

Applications will be continuously reviewed.

Equal opportunities:

At ICN2, we foster an inclusive and safe work environment, free from any form of discrimination—whether based on gender, sexual orientation, gender identity, age, origin, culture, religion, disability, or any other personal or social condition. We are committed to ensuring equal treatment and opportunities in all our processes, especially in recruitment, which is based solely on talent, experience, and ability. We implement proactive policies for inclusion and harassment prevention that reinforce our commitment to respect and fairness. If you share these values and are looking to grow in an open and diverse environment, ICN2 is ready to welcome you.