



## Extreme Light Infrastructure ERIC

### Head of ELI ERIC User Office

### Background information and position description

#### ***Extreme Light Infrastructure***

The [Extreme Light Infrastructure](#) (ELI) is the world's most advanced international laser-based research organisation. Relying on cutting-edge laser technologies delivering sources of ultra-intense high-energy particle beams and ultra-bright radiation, ELI provides scientific and industrial users with access to world-class research opportunities relevant for materials sciences, engineering, medicine, biology, chemistry, and astrophysics, among others.

The ELI Facilities are operated under the auspices of the ELI European Research Infrastructure Consortium (ELI ERIC) seated in Dolní Břežany (Czech Republic). ELI ERIC operates two facilities located in the Czech Republic (ELI Beamlines) and Hungary (ELI ALPS). A third facility located in Romania (ELI-NP) is expected to join in the future.

#### ***Position Overview***

ELI ERIC is searching for candidates to join the team of the ELI ERIC Statutory Seat as **Head of User Office**.

The selected candidate will be responsible, under the supervision of the recently appointed ELI ERIC Director of Science (see announcement [here](#)), for *developing* and *ensuring compliance with* all processes related to the provision of user access and for coordinating practical arrangements required to support the ELI ERIC user programme in liaison with the User Office team members based at the ELI Facilities. This includes preparation and launch of calls for proposals, coordination of the review process, and quality management and reporting over the whole access process.

#### **Responsibilities**

The Head of User Office will be responsible for the following tasks:

- Manage and coordinate the daily operations of the ELI ERIC User Office
- Further develop and improve the management system (process, procedures, guidelines and tools) related to the implementation of the ELI ERIC Access Policy with a view to ensure best-in-class conditions of access to the user community
- Support the ELI ERIC Director of Science in the design and update of the ELI ERIC user programme in particular by ensuring collection of up-to-date information on ELI ERIC's scientific offering

- Develop and maintain the content of the User Portal web pages to promote ELI externally and keep users informed
- Lead ELI ERIC's calls for proposal, including call announcements, communication, management of ELI ERIC's User Portal, set-up and support of activities of the ELI ERIC peer-review panel, liaison with staff responsible for assessment of technical feasibility and safety')
- Coordinate timely preparation of user visits with the scientific and non-scientific staff responsible for supporting experimental activities (communication of detailed experimental requirements and data management plan, organisation of sample and equipment shipping, planning of site entry, safety training, etc.)
- Ensure timely completion of experiments, including reporting and user feedback
- Monitor dissemination of results obtained at the ELI Facilities and ensure user compliance with publication rules in line with the ELI ERIC Scientific Dissemination Policy
- Report on the performance of the user programmes, compile statistics on user operation and publications, and contribute to the ELI ERIC annual reports as requested by the ELI ERIC management
- Report to ELI management on issues related to the user programme and implementation of the ELI ERIC Access Policy as well as feedback from users on their needs
- Manage performance of the User Office team including performance reviews and coaching and mentoring to optimise performance and further career development
- Support the organisation of ELI user meetings and other ELI scientific meetings as required
- Support the setting-up and activities of an ELI User Committee
- Develop relationships with relevant user facilities in Europe and overseas to share best practices regarding user access management.

### Reporting and Interactions

The Head of User Office will work directly under the supervision of the ELI ERIC Director of Science and will be in daily contact with the members of the user office based at the ELI Facilities. Additionally, the Head of User Office will regularly work with scientists and with other staff of the ELI Facilities responsible for areas related to user access (safety, logistics, administration, etc.).

### Required skills and experience:

- University degree, preferably in a science or engineering subject
- Experience of user programmes, related processes and supporting systems at another user facility would be a strong plus
- Customer service experience with a component in communications and transfer of information
- Extensive experience managing and developing multidisciplinary teams in a technical/scientific environment
- Leadership and team spirit combined with excellent interpersonal and communication skills
- Experience of budget management
- Demonstrate IT literacy including software for data management, reporting and, planning projects

- Experience setting-up and managing complex processes, with a strategic perspective
- Excellent organisational skills, attention to detail and problem solving
- Proficiency in writing, speaking and editing in English, ability to produce English-language content
- Knowledge of the scientific community and culture.

### **Employment conditions**

- Position to be filled as soon as possible.
- Position is open until filled.
- Term: full-time employment for an initial duration of 5 years, with possible extension according to the ELI ERIC Staff Policy and Rules.
- Location: Dolní Břežany (Czech Republic), with frequent travel to the other ELI Facilities.
- Travels in Europe is a requirement of the position.
- Salary: base salary commensurate with experience and credentials of the selected candidate.

**Candidates should send a letter of interest, including a concise description of experience relevant to the position, as well as their CV, to [jobs\[@\]eli-laser.eu](mailto:jobs[@]eli-laser.eu).**

ELI ERIC is assisted in this recruitment procedure by Arthur Hunt, a search company, that may approach some of the candidates for initial interviews.

For enquiries/information about the position, please, contact Michaela Kacrová ([michaela.kacrova\[@\]eli-laser.eu](mailto:michaela.kacrova[@]eli-laser.eu)), Senior Officer for Human Resources. All enquiries will be handled confidentially.

Qualified candidates will be invited to take part in interviews within the last two weeks of April 2023.