

Jobbnorge ID: 234068
Deadline: 11/13/2022
Website: <http://www.ntnu.no>
Scope: Fulltime
Duration: Permanent

Faculty of Medicine and Health Sciences has an open permanent position as

Research Adviser/Senior Research Adviser

This is NTNU

NTNU is a broad-based university with a technical-scientific profile and a focus in professional education. The university is located in three cities with headquarters in Trondheim.

At NTNU, 9,000 employees and 42,000 students work to create knowledge for a better world.

Video: <https://youtu.be/Xt-yHCN5QSO>

About the position

The Faculty of Medicine and Health Sciences (MH) has an opening for a 100% permanent position as a Research Adviser/Senior Research Adviser. The primary purpose of the position is to contribute to increasing the faculty's share of EU funding, with a focus on hands-on support in the pre-award phase. The position is affiliated with the Faculty Administration's Research Section, and the employee will report directly to the Head of section.

On a day-to-day basis, the employee will work closely with another EU Research Advisor and be a key member of the small but active Grants Office team. This is a dynamic role and you will have the opportunity to actively contribute to further development of the EU portfolio at the MH Faculty

Your immediate leader will be Head of Section

Duties of the position

- Pre-award support for Horizon Europe applications: assist in all stages of the application process, from identifying relevant calls, helping researchers to navigate the requirements of the call, reviewing applications (including advising on structuring and presenting content), liaising with internal and external partners involved with the application, completing online forms and any administrative supporting documentation required for the application
- Participate in MH's/Helse Midt Norge's Grants Office (which is embedded in the Faculty's Research Section), including contributing to the Grants Office course portfolio (for example, in grant writing or specific EU schemes), staying updated on and disseminating information on national and international calls for research funding, and as needed, providing support in the application phase for other international or national funding schemes
- Collaborate with the team's Financial Advisors to support the applications' budget development as well as NTNU's central staff working with EU and other EU advisers at NTNU
- Assist with contractual preparations of funded Horizon Europe projects (Grant Preparation Phase and Consortium Agreement)
- Facilitate with post-award reporting of ERC and coordinated Horizon Europe projects
- Assist faculty management in matters pertaining to research policy, in particular EU and external funding
- Participate in developing processes and routines focusing on externally funded research activities

Required selection criteria

- Relevant higher education from university or college at bachelor's level. For position as Senior Research Advisor education at master's level is required. The educational requirement may be substituted by significant and relevant experience in the work tasks above.
- Relevant experience with applications for external research funding and/or leading/coordinating large externally funded research projects
- Excellent written and oral proficiency in English

Preferred selection criteria

- Experience in EU proposal preparation and/or project management
- Experience with the European Research Council, Marie Skłodowska Curie Actions, and Cluster Health calls
- Experience with and/or interest in medicine and health-related research
- PhD experience

- Experience with teaching and/or preparing courses
- Basic knowledge of Norwegian

Personal characteristics

- Excellent communication and collaboration skills
- Interest and understanding of application support and writing
- Enthusiastic and with great work capacity, including ability to organise and prioritise own workload in order to meet deadlines
- Resourceful and independent
- Flexible and solution-oriented
- Great attention to detail

In the evaluation of which candidate is best qualified, emphasis will be placed on education, experience and personal suitability, as well as motivation, in terms of the qualification requirements specified in the advertisement

We offer

- Exciting and stimulating tasks in a strong international academic environment
- An open and [inclusive work environment](#) with dedicated colleagues
- Favourable terms in the [Norwegian Public Service Pension Fund](#)
- Employee benefits

Salary and conditions

The gross salary for the position depends on qualifications and experience. Adviser code 1434 is normally remunerated at gross from NOK 516 100 - 594 300 before tax per year. The gross salary for Senior Adviser code 1364 is normally remunerated at gross from 563 900 - 677 600 before tax per year. From the salary, 2 % is deducted as a contribution to the Norwegian Public Service Pension Fund.

The engagement is to be made in accordance with the regulations in force concerning State Employees and Civil Servants, and the acts relating to Control of the Export of Strategic Goods, Services and Technology. Candidates who by assessment of the application and attachment are seen to conflict with the criteria's in the latter law will be prohibited from recruitment to NTNU. After the appointment you must assume that there may be changes in the area of work.

It is a prerequisite you can be present at and accessible to the institution on a daily basis.

About the application

Please note that your application will be considered based solely on information submitted by the application deadline. You must therefore ensure that your application clearly demonstrates how your skills and experience fulfil the criteria specified above.

The application must contain:

- Application letter and CV written in english
- Certificates and diplomas
- Name, phone-number and e-mail adress of three references

If all, or parts, of your education has been taken abroad, we also ask you to attach documentation of the scope and quality of your entire education. Description of the documentation required can be found [here](#). If you already have a statement from NOKUT, please attach this as well.

General information

NTNU believes that inclusion and diversity is a strength. We want our faculty and staff to reflect Norway's culturally diverse population and we continuously seek to hire the best minds. This enables NTNU to increase productivity and innovation, improve decision making processes, raise employee satisfaction, compete academically with global top-ranking institutions and carry out our social responsibilities within education and research. NTNU emphasizes accessibility and encourages qualified candidates to apply regardless of gender identity, ability status, periods of unemployment or ethnic and cultural background.

The city of Trondheim is a modern European city with a rich cultural scene. Trondheim is the innovation capital of Norway with a population of 200,000. The Norwegian welfare state, including healthcare, schools, kindergartens and overall equality, is probably the best of its kind in the world. Professional subsidized day-care for children is easily available. Furthermore, Trondheim offers great opportunities for education (including international schools) and possibilities to enjoy nature, culture and family life and has low crime rates and clean air quality.

As an employee at NTNU, you must at all times adhere to the changes that the development in the subject entails and the organizational changes that are adopted.

A public list of applicants with name, age, job title and municipality of residence is prepared after the application deadline. If you want to reserve yourself from entry on the public applicant list, this must be justified. Assessment will be made in accordance with [current legislation](#). You will be notified if the reservation is not accepted.

If you have any questions about the position, please contact Solrun Johanne Valen, telephone 73412459, email solrun.j.valen@ntnu.no If you have any questions about the recruitment process, please contact Jorunn Amdam, e-mail: jorunn.amdam@ntnu.no

If you think this looks interesting and in line with your qualifications, please submit your application electronically via jobbnorge.no with your CV, diplomas and certificates attached. Applications submitted elsewhere will not be considered. Upon request, you must be able to obtain certified copies of your documentation.

Application deadline: 13.11.2022

NTNU - knowledge for a better world

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The Norwegian University of Science and Technology (NTNU) creates knowledge for a better world and solutions that can change everyday life.

The Faculty of Medicine and Health Sciences (MH) is one of NTNU's largest faculties with about 2000 employees (1300 full-time equivalents).

The Faculty's main activities are education and research in close integration with St Olav's Hospital. For further information, see:
<https://www.ntnu.edu/mh>.

Additional information

Place of service:

Øya 7030 Trondheim (Trondheim Municipality)