



Università Ca' Foscari Venezia

JOB TITLE:	Research facilitator at Ca' Foscari University of Venice
POST TYPE:	Temporary Employee – Civil Servant; duration of 24 months
LOCATION:	Ca' Foscari University of Venice – (Department of Philosophy and Cultural Heritage) Office – Dorsoduro 3484/D, 30123, Venice - Italy
REPORTING TO:	Department's Secretary, Scientific Coordinators of the Projects: 'Learning from long-Term Care practices for the European Care Strategy and "Governance Enhancement for Cohesive Societies"', 'Head of Research Office.
GRADE/SALARY:	'Tecnologo', with a gross salary of € 38.617,95 per year
BASIC FUNCTION:	The function of this position is to support interdisciplinary research teams in the development of project proposals to be submitted under competitive calls

BACKGROUND

The requested professional figure will support the management and administrative processes, as well as the scientific activities related, but not limited to, to collaborative research projects in the field of social sciences: "Learning from long-Term Care practices for the European Care Strategy (Lets Care)" and "Governance Enhancement for Cohesive Societies (GEtCoheSive)".

MAIN DUTIES AND RESPONSIBILITIES

- Plan and monitor project activities, with particular reference to: data collection, processing and analysis, communication, dissemination, drafting deliverables, and achieving project milestones;
- Contribute to the organization, drafting, formatting, and editing of technical-scientific project reports and ensure their transmission to the funding agency and publication;
- Collaborate in project management, supporting Principal Investigators (PIs) in the scientific-administrative coordination of the project team;
- Ensure the planning, monitoring, and revision of project data management methods in coordination with research teams and the partnership (data management plan or similar);
- Contribute to defining, integrating, and updating the project's ethical guidelines and ensuring their implementation;
- Contribute to the management of data collection, processing, and storage, including bibliographic data, qualitative and quantitative primary and secondary data;
- Ensure the operability and proper management of open access policies regarding data and scientific publications;
- Contribute to the development of questionnaires, interview guides, and other qualitative data collection tools;
- Contribute to the collection, organization, processing, and analysis of qualitative and quantitative data, also using dedicated software;
- Support PIs in coordinating project partnerships;
- Plan and organize project meetings, events, missions, purchases, and publications in coordination with the research team, the partnership, and the Department's secretariat;
- Contribute to organizing and participating in project meetings and networking, communication, and dissemination activities;
- Actively participate in drafting articles and scientific reviews, educational publications, and funding proposals/projects;
- Plan and monitor the economic-financial aspects of the project;
- Ensure the correct economic-financial management of the projects;
- Provide financial reporting for the projects and first-level audits.



PERSON SPECIFICATION

QUALIFICATIONS	<ul style="list-style-type: none">• Master's Degree (LM) or Bachelor's Degree (Old system) in the following degree classes• LM-1 Classe delle lauree magistrali in ANTROPOLOGIA CULTURALE ED ETNOLOGIA• LM-48 Classe delle lauree magistrali in PIANIFICAZIONE TERRITORIALE, URBANISTICA E AMBIENTALE• LM-50 Classe delle lauree magistrali in PROGRAMMAZIONE E GESTIONE DEI SERVIZI EDUCATIVI• LM-51 Classe delle lauree magistrali in PSICOLOGIA• LM-52 Classe delle lauree magistrali in RELAZIONI INTERNAZIONALI• LM-55 Classe delle lauree magistrali in SCIENZE COGNITIVE• LM-56 Classe delle lauree magistrali in SCIENZE DELL'ECONOMIA• LM-57 Classe delle lauree magistrali in SCIENZE DELL'EDUCAZIONE DEGLI ADULTI E DELLA FORMAZIONE CONTINUA• LM-59 Classe delle lauree magistrali in SCIENZE DELLA COMUNICAZIONE PUBBLICA, D'IMPRESA E PUBBLICITÀ• LM-62 Classe delle lauree magistrali in SCIENZE DELLA POLITICA• LM-63 Classe delle lauree magistrali in SCIENZE DELLE PUBBLICHE AMMINISTRAZIONI• LM-76 Classe delle lauree magistrali in SCIENZE ECONOMICHE PER L'AMBIENTE E LA CULTURA• LM-77 Classe delle lauree magistrali in SCIENZE ECONOMICO-AZIENDALI• LM-78 Classe delle lauree magistrali in SCIENZE FILOSOFICHE• LM-81 Classe delle lauree magistrali in SCIENZE PER LA COOPERAZIONE ALLO SVILUPPO• LM-82 Classe delle lauree magistrali in SCIENZE STATISTICHE• LM-83 Classe delle lauree magistrali in SCIENZE STATISTICHE ATTUARIALI E FINANZIARIE• LM-84 Classe delle lauree magistrali in SCIENZE STORICHE• LM-85 Classe delle lauree magistrali in SCIENZE PEDAGOGICHE• LM-87 Classe delle lauree magistrali in SERVIZIO SOCIALE E POLITICHE SOCIALI• LM-88 Classe delle lauree magistrali in SOCIOLOGIA E RICERCA SOCIALE• LM-89 Classe delle lauree magistrali in STORIA DELL'ARTE• LM-90 Classe delle lauree magistrali in STUDI EUROPEI• LM-91 Classe delle lauree magistrali in TECNICHE E METODI PER LA SOCIETÀ DIGITALE• LM-92 Classe delle lauree magistrali in TEORIE DELLA COMUNICAZIONE• LM-93 Classe delle lauree magistrali in TEORIE E METODOLOGIE DELL'E-LEARNING E DELLA MEDIA EDUCATION• LMG/01 Classe delle lauree magistrali in GIURISPRUDENZA• LM SC-GIUR in SCIENZE GIURIDICHE
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<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Good knowledge of the debate on welfare, care, labor, and migration systems and policies within the field of social sciences. • Excellent knowledge of qualitative social research methodology and its techniques. • Basic knowledge of quantitative social research methodology and its fundamental techniques. • Excellent knowledge of the main contents of funding contracts and partnership agreements (e.g., Grant Agreement, Consortium/Partnership Agreement for collaborative projects in the field of Research and Innovation Actions - RIA Horizon Europe and Interreg). • Excellent ability to coordinate international partnerships. • Excellent knowledge of planning, monitoring, and reporting methodologies for European projects. • Good knowledge of the first-level audit process. • Fair knowledge of university legislation, L. 240/2010. • Fair knowledge of the Statute and internal regulations of the University related to research. • Excellent computer skills related to the Office suite, the internet, and email. • Fair knowledge of SPSS, STATA, or R software. • Excellent knowledge of the English language. • Good organizational and managerial skills / or project management skills. • Good knowledge and skills in communication and dissemination of project results. <p>Moreover, specific professional and/or cultural qualifications related to the type of activity to be carried out, demonstrated by previous relevant work experience in the required profession, performed for at least three years in public administrations, private companies, or as a self-employed professional, and/or a postgraduate university degree (specialization schools, PhD, or second-level university master's degrees)."</p>
<p>SKILLS</p>	<p>RELIABILITY: Adherence to deadlines (intermediate and final). Self-organization of one's work, even in critical situations or when working in an agile/hybrid organization.</p> <p>AUTONOMY: Independent initiative in seeking the necessary information for one's work. Identification of potential obstacles to the progress of the work.</p> <p>LEARNING AND SELF-LEARNING: Openness to feedback and subsequent improvement. Involves seeking opportunities to enrich one's knowledge and work methods.</p> <p>COLLABORATION: Asking for and requesting collaboration from colleagues both within and outside the department and within multidisciplinary/interfunctional work groups.</p> <p>RELATIONSHIP MANAGEMENT: Maintaining relationships with colleagues/supervisors through various communication channels, including digital ones. Building positive working relationships and developing professional contacts.</p>

HOW TO APPLY

The official call and the application portal for this position can be accessed on the Ca' Foscari website at: <https://apps.unive.it/domandeconcorso/accesso/1-tec2025>

Ca' Foscari University of Venice is an equal opportunity affirmative action employer and encourages applications from women and minorities.