

## **SELECTION PROCEDURE: CALL BASIS and CRITERIA**

<b>POSITION:</b>	Uranium Series Researcher
<b>REFERENCE:</b>	SER_URA 03/20018.
<b>AREA:</b>	RESEARCH.
<b>PROCEDURE:</b>	Public call by public competition.

### **1. General guidelines**

The selection process has been convened for one position of *Uranium Series Researcher*, a post within the structure and therefore for an indefinite term, by virtue of the thirty-first additional provision of Act 6/2018, of 3 July, on the National General Budget for the year 2018, and in accordance with the joint authorization issued by the Ministry of Finance and Civil Service no. 180182, dated 13 April 2018.

The selection process will be conducted using the system of examination of merits, with respect to the constitutional principles of equality, merit, capacity and transparency, with the evaluations and scores specified below, in the corresponding section and annex.

### **2. Purpose of the contract and functions to be developed**

Within the Scientific Area, and reporting to the Research Program Coordinator: Geochronology and Geology, the researcher will undertake the following tasks, among others:

- To work on their line of research, **searching for new dating techniques and methods which enhance the analytical capacity of the field of geochronology**. To this end and in this area, the responsibilities shall include:
  - Supervise and manage the activities of the Uranium Series Laboratory.
  - Create and implement new analytical protocols.
  - Conduct and supervise the development and implementation of the dating method.
  - In coordination with the Technician responsible for the Uranium Series Laboratory:
    - Collaborate in providing services to users of the infrastructure and technical advice about the use and applications of the available and appropriate instrumental techniques, supporting the services. Advise, when requested, on the compilation of the reports, and to sign them where applicable.
    - Comply with good laboratory safety and hygiene practices.

- Collaborate on the efficacy and continuous improvement of the Laboratory through its Quality Management System.
  - Carry out correct waste management, when appropriate.
  - Participate in training, dissemination and consultancy programs of the Laboratory.
- In general, to furnish support to and facilitate the work of the Laboratory Manager.
  - Direction and/or participation in competitive and single projects for funding calls, public or private, and/or contracts. Capture of external resources that support and enhance their line of research.
  - Training and development of in-training research personnel, supervision of doctoral theses and master's dissertations, tutoring, participation in master's and training courses for university personnel, etc...
  - Scientific publications, emphasizing quality over quantity: SCI and non-SCI articles, books, chapters, etc...
  - Scientific dissemination of their research: participation in Conferences, organization of congresses, workshops, events, etc...
  - Collaboration on the international profile of the Center: collaborations with centers of prestige, integration into international networks, etc...
  - Supporting the infrastructure of the Center, open to the scientific, technological and industrial community.
  - In general, to furnish support to and facilitate the supervision of the Research Program Coordinator and the Director.
  - Any other tasks proper to their scope or, where appropriate, their professional group, that are necessary to meet the objectives of the position, the Laboratory, and the Center.

The contract shall be for an indefinite term, with a trial period of six months. The date of incorporation shall be immediate. The remuneration of the position and its professional classification will depend upon the merits (experience and CV) of the selected candidate, and in accordance with the salary tables in force in the First Collective Agreement of the CENIEH Consortium, published in the Bulletin of the Province of Burgos, No. 8, on 12 January 2012.

### **3. Requirements of candidates**

Minimum requirements that applicants must meet on the day of the deadline for submission of applications:

- Doctorate in Geological Sciences, Physics, Chemistry or similar discipline.

Requirements to be evaluated in the selection process:

- Post-doctoral research experience in the field of analysis of isotope ratios in uranium series and/or similar laboratories.
- Documented experience and technical skills in measuring uranium series isotopes (U, Th) in carbonates, using ICP-MS.
- Advanced level of scientific-technical English (B2). In the event that Spanish is not the applicant's mother tongue, the same shall undertake to speak and understand that language within a period of no more than 1 year from their incorporation.
- Personal skills and ability to interact and collaborate with scientists, technicians or users from different disciplines.

#### **4. Applications**

Those who would like to participate in this process should send the following documentation, indicating the reference of the position applied for, via the CENIEH website, by email to [rrhh@cenieh.es](mailto:rrhh@cenieh.es), or by regular mail to the address Paseo Sierra de Atapuerca, No. 3, 09002 Burgos:

1. Curriculum vitae detailing the experience required.
2. Memorandum on the scientific interests and research activity to be developed at the CENIEH (max. 2 pages), including their compatibility with the support required for the laboratory services.
3. Two letters of reference.
4. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificates for those who have worked in other countries.
5. Copy of DNI or passport.
6. Doctoral degree certificate for its consideration in the selection process.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate, although any defect in the documentation will be communicated officially by the Consortium to each candidate for correction by the application deadline, if possible.

For purposes of the evaluation process, only the information included in the curriculum vitae by the application deadline will be considered. Subsequent update of information included in these documents will not be possible.

Applications may be submitted at any time up to the deadline of **15 October 2018** (inclusive).

#### **5. Selection Committee**

The Director will appoint the members of the Selection Committee who will evaluate the applications received for the position offered in the public call, and who will offer a proposal for the award of the aforementioned position.

The composition of the Selection Committee will be based on the principle of a balanced presence of women and men, except for justified and objective reasons duly explained.

The members of the Selection Committee shall refrain from intervening when the grounds for abstention provided for in Act 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations, are applicable. Likewise, applicants may challenge the appointment of members of the Committee if the aforementioned circumstances apply.

The personal data of the members of the Selection Committee that may be handled by the CENIEH Consortium shall be protected by the regulations on the Protection of Personal Data, and processed and incorporated into the "Human Resources" processing activity, for the purposes of the present selection process. The legal grounds for the processing of their data shall be the execution of a contract or precontractual measures. The data provided shall be retained for the period necessary to comply with the legal obligations. Data shall not be transferred to third parties except where required by law, and you may lodge any complaint with the Agencia Española de Protección de Datos ([www.apgd.es](http://www.apgd.es)).

According to the regulations on data protection, and in particular, article 5.1.f) of the General Data Protection Regulation 2016/679/EU ("GDPR"), members of the Selection Committee are obliged to maintain confidentiality and professional secrecy with respect to the personal data they may handle as part of their duties in the present selection process.

For the purposes of communication and other incidents, as well as to exercise their rights to access, rectification or erasure, restriction of processing, portability and/or objection, the data subject can contact the data controller: Consorcio CENIEH (Delegado de Protección de Datos), Paseo Sierra de Atapuerca 3, 09002 Burgos, or [protecciondedatos@cenieh.es](mailto:protecciondedatos@cenieh.es)

#### **6. Selection process:**

The Selection Committee will examine the applications received to determine whether they comply with the requirements of qualification (point 3 of the present call) and submission of the documentation (point 4), formalizing for this purpose a List of admitted and excluded candidates.

Only the applications deemed Admitted on this List, which will be approved by all members of the Selection Committee, will pass on to the next phase.

The Human Resources Department of the CENIEH will be the body responsible for the custody and control of all documentation related to the selection process.

#### **7. Process and evaluation criteria phases**

The admitted candidates will begin the selection process according to the phases and evaluation criteria established in Annex I.

Each member of the Committee shall score the candidates individually, and the average score for every applicant obtained.

The score can be rectified if a lack of veracity of the information provided in the CV is subsequently verified.

The position that is the subject of the call will be awarded to the candidate who obtains the maximum point score, in accordance with the evaluation criteria and the procedure established in Annex I.

If no candidate achieves the minimum required score, the position will remain vacant.

The Committee will record its hiring proposal for the aforementioned position in the Resolution Act, which will include the proposed candidate and at most two alternates, for subsequent approval by the Director.

Once the selection process is finished, all documentation referring to it shall be returned to the Human Resources Department of the CENIEH Consortium, the body responsible for its custody and control.

Throughout the selection process, all documentation relating to it shall be available to candidates in the Human Resources Department, which will likewise inform each candidate about the progress of the process as well as the results obtained. Similarly, any questions or queries about the process should be addressed to this Department.

#### **8. Resolution of the selection process**

Once the final hiring resolution has been approved by the Director, it will be published on the CENIEH website and in as many places as deemed appropriate.

Human Resources will contact the selected candidate to obtain the necessary documentation for the formalization of the contract. A greater number of contracts may not be formalized than positions announced.

An employment contract of indefinite term will be formalized with the selected candidate, who will have to pass the six-month trial period during which the Coordinator will evaluate the proper performance of their job.

In order for the contract to be valid and effective, the proposed candidate must submit to a medical examination by the Occupational Health Service of the CENIEH and be declared "fit" to perform the duties corresponding to the position.

Should the proposed candidate resign, the result of the evaluation of the trial period be unfavorable, or the position otherwise become vacant within a maximum period of two years from the Resolution of the Committee, the post may be awarded to the next candidate(s) on the list proposed in the Resolution Act.

In Burgos, 13 August 2018



SIERRA DE TAPUERCA, 3 - 09002 BURGOS  
CONSORCIO  
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Signed: Ms. María Martín Torres  
President of the Selection Committee  
Director of the CENIEH Consortium