

## **OFFER OF EMPLOYMENT FOR ONE TECHNICIAN FOR THE DIGITAL MAPPING AND 3D ANALYSIS LABORATORY**

### **1. General guidelines**

The selection process has been convened for one position of Technician for the Digital Mapping and 3D Analysis Laboratory.

The selection process will be carried out through the competitive merit system, respecting the constitutional principles of equality, merit, capacity and transparency, with the valuations and scores specified below, in the corresponding section and annex.

### **2. Purpose of the contract, duration and remuneration**

The purpose of this contract is to perform the functions of the position of Digital Mapping and 3D Analysis Technician, under a temporary contract until final coverage of the position, with a maximum duration of three years.

Within the Technical Area, and reporting to the Digital Mapping and 3D Analysis Laboratory Manager, the person appointed will undertake the following tasks, among others:

- a) In general, **data capture on the ground using high-precision topographic systems (GPS/GNSS, total station, Aerial and Terrestrial Photogrammetry, 3D Laser Scanner)**, and laboratory work using workstations and IT applications for the capture, edition and analysis of spatial data (data capture programs, 3D display and analysis software, CAD, GIS, teledetection program) which serve as basis for preparing thematic mappings, directed at disseminating Heritage and assessing the evolution and formation of archaeological records in their natural context.
- b) Digital postprocessing of data, 2D and 3D spatial analysis and dissemination. Write and approve/sign reports on the analytic results and, where applicable, in collaboration with the Researcher in charge of the investigation.
- c) Support and carry out technical, logistical and safety consultancy for users of the infrastructure, internal and external. Advise on the use and applications of the available usable and appropriate analytic techniques, giving support services to scientists and other users.
- d) Promote the efficacy and continuous improvement of the Laboratory through its Quality Management System.
- e) Conduct the development, validation and implementation of appropriate methods of working which guarantee fulfillment of the applicable requirements.
- f) Establish the quality controls necessary to ensure correct accomplishment of the work completed in the Laboratory.

- g) Guarantee the correct operation of the different equipment belonging to the Laboratory. Establish the maintenance and calibration needs and define and assess the technical parameters.
- h) Comply, and ensure compliance, with good Laboratory safety and hygiene practices.
- i) Ensure that the client requirements are properly documented and interpreted, and that the Laboratory possesses the necessary capacity and resources before any assignment starts. Clarify any technical points necessary with the client. Handle user queries, prepare estimates and use the Laboratory management platforms required.

This temporary position falls within the Technical Functional Area, Professional Group III, Level B.2, Professional Category of Specialist Technician, with a complement of section 3 in conformance with the professional classification and salary tables in force of the 1st Collective Agreement of the Consorcio CENIEH published in the Boletín de la Provincia de Burgos, No. 8, on January 12th 2012.

The date of incorporation shall be immediate.

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

Requirements that applicants must meet on the day of the deadline for submission of applications for them to be admitted to the selection process:

- University degree with master's in Geomatics, Topography, Geology, Geography, Archaeology or similar.
- Experience of at least 2 years working with digital mapping data and using 3D data.
- Intermediate level of written English (B1-B2).
- Applicants must not possess any previous temporary experience at the CENIEH, by virtue of article 15.5 of the Labor Act.

Once admitted, the following technical aspects detailed in Annex I will be evaluated in particular:

- Experience with 3D laser scanners, both in the field and in the laboratory. Field capture and processing of data.
- Experience in working with total stations and GNSS systems
- Experience and qualification for flying drones (RPAS)
- Experience in using Geographical Information Systems and CAD programs
- Experience in photogrammetry, both terrestrial and aerial
- Experience in Teledetection processes (such as radar images)

### **4. Applications**

Those who would like to participate in this process should send the following documentation, indicating **the reference CARTOGR 02/2020**, via the CENIEH website, either by email to the address [rrhh@cenieh.es](mailto:rrhh@cenieh.es), or else by regular mail to the address Paseo Sierra de Atapuerca, nº 3 09002 Burgos, Spain:

1. Curriculum vitae detailing the specific training and experience to be assessed in the process.
2. Description of work experience, of maximum size one sheet on both sides (font Arial 11 or equivalent).
3. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificate for foreigners.
4. DNI or passport.
5. Academic degree or certification to be considered in the selection process, showing the completion date.

For purposes of the evaluation process, only the information included in the curriculum vitae on the closing date of the deadline for submitting applications will be taken into account. Subsequent update of information included in these documents will not be possible.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate if this is not corrected within the period facilitated for the purpose.

Applications may be submitted at any time up to **March 18th 2020 inclusive**.

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

Management 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 membership 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 October 1st, on the Common Administrative Procedure of the Public Administrations are applicable. Likewise, applicants may challenge the 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 Consorcio CENIEH 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 this 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.agpd.es](http://www.agpd.es)).

According to the regulations on data protection, and in particular, article 5.1.f) of the General Data Protection Regulation 2016/679/EU (the "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 this 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 opposition, 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).

The Selection Committee is composed of the following members:

1. President: Alfonso Benito Calvo
2. Member: Isabel Sarró Moreno
3. Member Belén Notario Collado
4. Secretary: D<sup>a</sup> Carmen Gutiérrez Díez

## **6. Selection process:**

*The Selection Committee will examine the applications received to determine whether they comply with all the requirements given in point number 3 and point number 4 (documentation) of this call, formalizing for this purpose a Provisional list of admitted and excluded candidates.*

Candidates will be notified of a period of 5 days for the correction of documentation. Once this has elapsed, the Definitive list of admitted and excluded candidates will be published.

Only the applications that appear as Admitted on this Definitive List, which will be approved by all members of the Selection Committee, will be passed onto the next phase, the curricular evaluation.

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 of each applicant's scores obtained. The score can be rectified if it is subsequently verified that the information provided in the CV is inaccurate.

Within a maximum period of four weeks from the application deadline, the Committee will record its hiring proposal for the aforementioned position in the Resolution Act, which will include both the proposed candidate and two alternates, for subsequent approval by Management.

If, in the opinion of the Committee, no suitable profile has been found among the candidates, the post may remain vacant.

Any discrepancies which might arise out of the interpretation or application hereof shall be settled by the Selection Committee.

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

Throughout the selection process, documentation about it shall be available to candidates from the Human Resources Department, which will also inform each applicant about the progress of the process as well as the results obtained. Similarly, any questions or queries about the process shall be addressed to this Department.

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

Once the final hiring resolution has been approved by Management, 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 (1).

A temporary interim employment contract will be formalized with the selected candidate who will have to pass the corresponding trial period, during which the corresponding supervisor will evaluate proper performance in the employment position.

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

In the event that the proposed candidate resigns, the result of the evaluation of the trial period is unfavorable, or the post becomes vacant within a maximum period of two years from the Resolution of the Committee, the position may be awarded to the next candidate(s) in the list proposed in the Resolution Act.

The present Call, which exhausts available administrative remedies, may be challenged by filing suit before the Juzgado de lo Contencioso Administrativo of Burgos, within a period of two months counted from the day following its publication on the CENIEH website. It is also possible to file an appeal for reconsideration with the Director within a period of one month from the day following its publication. In this case, the aforementioned suit before the Juzgado de lo Contencioso Administrativo may not be filed until the appeal for reconsideration has been expressly resolved, or presumed to have been dismissed.

Similarly, all acts arising out of this Call and the actions taken by the Selection Committee may be challenged in the circumstances and in the manner provided for by the Act 39/2015, of October 1st, of the Common Administrative Procedure for the Public Authorities.

In Burgos, on March 2nd 2020



Signed: María Martín  
Director of the CENIEH