

Programme Area Coordinators

Organisation

The Dutch Polymer Institute (DPI) is a successful partnership between universities and companies for long-term research into polymers and their application. Since it was founded around 15 years ago, DPI has grown from a group of seven companies into a consortium of more than seventy partners, including companies and research institutes from throughout Europe and the rest of the world. More than 200 researchers are engaged in DPI projects. Every year they generate around 200 publications. The number of patents generated by the projects is growing rapidly. The research activities are divided into the following Technology Areas: Polyolefins, Performance Polymers, Functional Polymer Systems, Coating Technology, High Throughput Experimentation, Bio-Inspired Polymers, Large-Area Thin-Film Electronics and Corporate Research.

DPI has proved itself in recent years and is confident that it can continue expanding its activities in the future and so guarantee the survival of its member organisations.

To meet the anticipated future growth, DPI is looking for two Programme Area Coordinators and also has a vacancy for a Project Manager.

Position

The Programme Area Coordinator (PAC) is responsible for initiating, supervising and monitoring projects and for producing the accompanying progress reports. The PAC will be responsible for an average of 40 international projects with a total budget of approximately 4 million euro.

The first step in a new project involves drafting and supervising a Call for Proposals.

This phase ends with the conclusion of research contracts. The PAC will then have to oversee the general progress of the projects. An essential aspect of this part of the job will be to ensure that Intellectual Property issues are handled correctly. The PAC will also be expected to produce new initiatives and form international alliances with industrial partners and research groups. This part of the job will require the PAC to travel for approximately a third of the time.

Preparation and selection of project proposals

- Establish the conditions for participation in DPI projects;
- Select, assess, prepare and handle project proposals in accordance with the standards;
- Appoint a panel of experts for each project and supervise the assessment process up to and including the final report;
- Review the findings of the various expert panels for consistency.

Outcome: Projects are selected and assessed on the basis of established standards.

Supervision and monitoring of projects

- Play an active role in facilitating, supervising and assessing the selected projects on the basis of objectives and budgets;
- Remain aware of all relevant project activities;
- Write progress and final reports, for example on the basis of project reports;
- Reply to enquiries from participants concerning financial and legal affairs, the quality of the staff and facilities, etc.;
- Identify departures from the agreements for the project and propose solutions where possible;
- Coordinate the project administration.

Outcome: Projects receive adequate and active support. The progress and results of projects are reported and action is taken in the event of irregularities.

Support of knowledge transfer

- Promote the application of research results and the use of knowledge acquired inside DPI and elsewhere;
- Facilitate the creation of a knowledge chain from research to valorisation;
- Wherever possible, create synergy between the industrial and scientific partners and the projects;
- Wherever possible, initiate new partnerships, pilot projects, etc. and recruit relevant new partners;
- Organise events, such as workshops, symposia, lectures, etc., within the organisation and elsewhere, for sharing scientific knowledge.

Outcome: Knowledge is disseminated within DPI and elsewhere and new initiatives are generated by combining the experience gained from different projects.

Contribution to the development of DPI

- Contribute to the standardisation and professionalism of DPI projects;
- Raise new funds and attract new participants from the ongoing project activities;
- Represent DPI in relevant international networks.

Outcome: Programme management at DPI meets professional standards. Relationships are maintained with relevant external parties. New international projects are launched regularly.

Job requirements

- University degree in a relevant discipline and research experience, preferably culminating in a PhD;
- Experience in project management;
- At least two years of relevant experience in industry or elsewhere;
- Experience in the independent supervision of similar projects;
- Awareness of developments at universities, research institutions and companies and of the political and social aspects of research;
- A good network of relevant contacts at universities, research institutes and companies;
- Good communication skills, both oral and written;
- An excellent command of written and spoken English, and preferably also of Dutch and German.

Offer

This is a full-time position (40 hours a week). The gross salary ranges from € 4,300 to €6,500 per month, depending on experience. Fringe benefits offered by DPI include 27 days of leave and a good pension scheme.

Information

Cécile Gijsbers 040-2474055 or Marianne Oude Veldhuis 040-2475723

Applications

www.euflex.nl

Closing date

31/01/2013