

## CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI

Announcement of Selection nr. 9/24 - Publication date: 13/03/2024

### **1 “Collaborazione Coordinata e Continuativa” Position in H2020 “DECADE” research project.**

In the framework of the H2020 project “DECADE” a position is available at the INSTM Research Unit of Padova, Department of Chemical Sciences, address via F. Marzolo 1, 35131 Padova.

**Procedure:** competition exclusively on the basis of qualifications.

**Title of the activities to be performed:** Communications Specialist Project to design and plan strategies to enhance the visibility and engagement of research activities with the aim to increase the public impact of the scientific results.

**Brief description of the activities to be performed:** Develop communication plans for EU funded projects, and ensure proper implementation, by setting a communication plan and advice to project partners. Develop creative ideas and engaging content, including planning/conducting interviews on project topics, preparing video scripts, creating podcasts, designing visuals etc. Draft and edit content for project and public websites, and media; including newsletters, publications and social media. Work in line with the EU project communications strategy to build and engage with defined audiences and projects channels. Work on several strategies at once, keeping on top of often tight deadlines/events plans. Offer proofreading and communications support to the project teams.

**Scientific Responsible:** Prof. Marcella Bonchio

**Our Offer:** The monthly gross salary for this position is about € 2.300,00

**Starting date and duration:** approx. from April to October 2024 (7 Months).

**Your profile:** Candidates must have the following qualifications:

Master Degree in Design and Fine Arts and Communication disciplines (Computer Graphics and design)

- knowledge of creating content using different media, from videos, images, online and offline publications, to visuals for social media.

- knowledge of multi-channels communication styles via management of mailing lists, writing and designing of newsletters, website maintenance and promotion, original visual designs production.

**Working Experiences:**

Preferred experience with design and content creator softwares including Adobe Suite, InDesign, Photoshop, and Illustrator, Pre-miere Pro and After Effects, and related techniques to implement video-animations etc.

Experience in operating video, photography equipment, light and audio equipments:

**Languages:** English or Italian. Multi-language writing/comprehension skills are preferred

**Deadline:** 23/03/2023

**How to apply:** Please submit the Application Form (All. A) duly filled in and signed plus a motivation letter (dated and signed), a signed CV in European Format and the copy of a valid ID. All documentation to be sent via e-mail to the Scientific Responsible in Charge [marcella.bonchio@unipd.it](mailto:marcella.bonchio@unipd.it) and to the INSTM administrative office, [segreteria@instm.it](mailto:segreteria@instm.it).

Please quote the Announcement number in the e-mail subject.

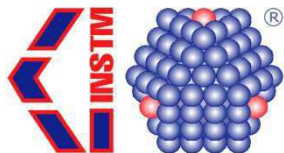
The Senior Researcher in Charge, shall solely select the successful candidate on the applications received.

Via G. Giusti, 9 - 50121 FIRENZE, Italia

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Internet: <http://www.instm.it>

C.F. 94040540489 P.IVA 04423980483



## CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI

INSTM shall announce the selection results on its website.

INSTM, in its sole judgment, reserves the right not to hire somebody, should the applications received, being unsuitable against the subject of the announcement or the expertise needed.

In any case, INSTM, based on actual needs, convenience or opportunity, in its sole judgment and without notification, reserves the right not to open the position.

### INFORMATION ON THE PROCESSING OF PERSONAL DATA

#### Pursuant to Article 13 of the EU Regulation 2016/679 (GRPD)

This privacy policy information document aims to illustrate, in a simple and transparent manner, the processing methods of your personal data used to verify requirements for participation in the personnel selection related to all open positions (scholarships, Collaboration Contract, subordinate employment relationships) by INSTM.

#### DATA HOLDER and CONTACTS

The Holder of the processing of your personal data is Consorzio Interuniversitario Nazionale per la Scienza e Tecnologia (INSTM) C.F. 94040540489 – P.I. 04423980483 contacts:

Operational and Legal Seat: Via Giuseppe Giusti, 9 – 50121 – Firenze – E-mail: [segreteria@instm.it](mailto:segreteria@instm.it) PEC: [instm@pec.it](mailto:instm@pec.it)

The updated list of the Data Processors and authorized parties (in charge of data processing) is available at the headquarters, for free consultation.

#### DATA PROTECTION OFFICER

INSTM has not appointed a Data Protection Officer (DPO), as this is not mandatory for its activities, in particular it does not carry out data treatments that, for their nature, scope and / or finality, require regular and systematic monitoring on a large scale; neither treatments of particular categories of personal data referred to ART.9 of the GPRD or data relating to criminal convictions and offenses referred to in ART. 10 of the GRPD.

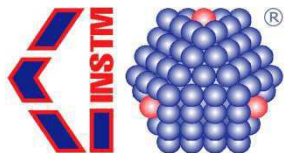
#### LEGAL BASIS and TYPE OF PROCESSING

Personnel selection made by INSTM needs some processing of your personal data and, thus, gives INSTM, the legal basis for the process. In particular it's related to:

- Collection of applications and curriculums;
- Examination of applications and curriculums received;
- Organization of any selective interview.

#### MANDATORY OR DISCRETIONAL NATURE OF THE CONSENT

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## CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI

Consent to the processing of your personal data is mandatory for evaluate the candidacy and manage the selection process in all its phases and the obligations that will derive from it.

### TYPES OF DATA PROCESSED

The processing operations mainly concern:

- Name, surname and personal data
- Curriculum data and any photo you may attach
- Contact Data such as e-mail address and fixed or mobile telephone numbers

### RECIPIENTS OF PERSONAL DATA

Your personal data acquired and processed by INSTM for the above purposes may be disclosed to the following subjects:

- Subjects whose right of access to such data is recognized under regulatory provisions (Supervisory and Control Bodies).
- Components of the Committee of Evaluation
- Computer Consulting Society for the management of the I.C.T. and software of the Consortium

### PROCESSING METHODS

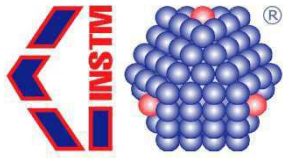
The data processing will be carried out in compliance with the provisions of art. 32 of the GRPD and will take place with the aid of IT, telematics and manual means. The data will be stored in electronic and paper archives, for the time not exceeding the duration and the processing needs defined in the present informative report on the collection of your personal data. Following periodic checks, the Data Holder may verify the strict relevance and non-excess of the data collected with respect to the obligations and purposes of the processing.

INSTM shall take appropriate technical and organizational security measures, in accordance with the provisions of the GRPD, in order to minimize the risks to your personal data, such as destruction or loss, including accidental, unauthorized access or treatment not allowed or not in accordance with the collection purposes, as defined in this Information

Your personal data acquired and processed by INSTM for the aforementioned purposes will be handled exclusively by authorized and appropriately trained employees and collaborators.

### DATA CONSERVATION PERIOD

Via G. Giusti, 9 - 50121 FIRENZE, Italia  
**Tel.** +39 055/233871 **Fax** +39 055/2480111 - **E-mail:** [segreteria@instm.it](mailto:segreteria@instm.it)  
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The obligation of keeping the necessary documentation for the correct management of the selection phase, is variable depending upon the different regulations to be followed. The aforementioned obligation, however, is solely related to reporting, inspection and probationary issues

#### **RIGHTS OF THE DATA SUBJECT**

We inform you that in quality of party, you have the right to claim to Control Authorities as well as the following rights, that you can exercise by turning special application to the Data Holder.

##### Art. 15 GDPR - Right of access by the data subject

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and all information about their processing.

##### Art. 16 GDPR - Right to rectification

The data subject shall have the right to obtain from the controller, without undue delay, the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, also providing a supplementary statement.

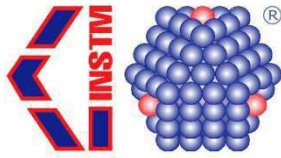
##### Art. 17 GDPR - Right to erasure ('right to be forgotten')

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay.

##### Art. 18 GDPR - Right to restriction of processing

The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:

1. the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
2. the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
3. the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defense of legal claims;
4. the data subject has objected to processing pursuant to [Article 21](#)(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.



Art. 20 GDPR - Right to data portability

The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided. In exercising his or her right to data portability pursuant to paragraph 1, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Art. 21 GDPR - Right to object

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions.

Art. 22 GDPR - Automated individual decision-making, including profiling

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

-He or She has also the right to withdraw at any time the consent provided to data processing, the revocation has effect from the moment in which INSTM will come to knowledge. We remind that revocation, as required by GPDR, does not affect the legality of the processing based on the consent previously lent.

In all cases previously described, the exercise of his/her rights is suited to knowledge of those people to which your data have been communicated, except in the cases of the anticipated exemption by the GRPD. All the described rights are practiced with a informal request or by e-mail at following address: [segreteria@instm.it](mailto:segreteria@instm.it)

Transfers of personal data to third countries or international organizations

A transfer of personal data to a third country or an international organization may take place where the European Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organization in question ensures an adequate level of protection. In case of Data transfer within the meaning of art. 46,47 or 49 (2) it may take place only if appropriate guaranties are given and if is granted access to the personal data and all information about their processing.