

## **Communication Officer – Higher Education/Responsible Research and Innovation**

### ***Field of activity***

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The ACUP was created in 2002 on an initiative of the Universitat de Barcelona (UB), Universitat Autònoma de Barcelona (UAB), Universitat Politècnica de Catalunya (UPC), Universitat Pompeu Fabra (UPF), Universitat de Girona (UdG), Universitat de Lleida (UdL), Universitat Rovira i Virgili (URV) and the Universitat Oberta de Catalunya (UOC). The ACUP's main purpose is to be the principal voice of the universities of Catalonia and combine efforts to promote initiatives, programmes and joint projects with the aim of improving the university system and ensuring that it spearheads social, cultural and economic development.

The ACUP hosts the permanent secretary and presidency of the Global University Network for innovation (GUNi). The Global University Network for Innovation (GUNi) is an international network created in 1999 by UNESCO and UNU after UNESCO's World Conference on Higher Education (WCHE) in 1998 within the framework of UNESCO/UNITWIN Programme, to give continuity to and facilitate the implementation of its main decisions.

The mission of GUNi is to strengthen the role of higher education in society, contributing to the renewal of the visions, missions and policies of higher education across the world under a vision of public service, relevance and social responsibility. The three partner institutions that support GUNi are UNESCO, the United Nations University (UNU) and the Catalan Association of Public Universities (ACUP).

The network is currently composed of 209 members from 78 countries, which include the UNESCO Chairs in Higher Education, higher education institutions, research centers and networks related to innovation and the social commitment of higher education. GUNi has regional offices in Asia and the Pacific, Latin America and the Caribbean, Sub-Saharan Africa, the Arab States, and Europe and North America (USA and Canada).

ACUP/GUNi has been successful in bidding for an EU financed project under the framework of Horizon2020 (Science with and for Society) and participates in the consortium of the Higher Education Institutions and Responsible Research and Innovation (HEIRRI) project leading two main work packages (Dissemination and Communication, Internationalisation). In order to support the project manager of HEIRRI in the area of communication and dissemination, we are looking for a full time Communication Officer, expert in Higher Education with special focus on Responsible Research and Innovation (RRI).

### ***Your tasks***

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Under the guidance of the executive secretary of ACUP and the HEIRRI project manager, the Communication Officer will ensure effective and regular dissemination of project outcomes at a global level. He/she will make the knowledge created through HEIRRI accessible to Higher Education Institutions (HEIs) all over the globe and raise awareness of RRI and RRI learning and the HEIRRI activities among all stakeholders involved and affected by R+I. Furthermore, he/she will contribute to organize the HEIRRI Forum and the internationalization of the project and give support to disseminate HEIRRI through academic journals and conferences.

Concrete tasks will include:

- Elaboration of a Communication and Dissemination Plan for the duration of the HEIRRI project
- Communication 2.0 activities (setting up, updating and reviewing the content of project blog, social networking, press review, etc.)
- Design and elaboration of a “school kit”, material to cover basic notions about RRI adapted for different levels of education
- Public Relations, Press Office and Media Contact Point
- Newsletter and promotion actions (creation and maintenance of mailing list with bimonthly newsletter, etc.)
- Elaboration of basic resources about RRI, RRI and HEIRRI, preparation of a communicative set of comprehensive audio and video materials, info-graphics, documents etc. and put it at disposal of communication professionals
- Dissemination activities within the scientific community
- Support of the HEIRRI project manager in the elaboration of the project’s Internationalization Plan
- Support of the HEIRRI project manager in organizing regional seminars

Apart from the activities directly related to the HEIRRI project, the Communication Officer will support ACUP and GUNi in other projects and activities related to communication, dissemination as well as others.

### ***Your profile***

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#### **Qualifications and skills:**

- University degree in communication or social sciences or other related discipline
- Excellent oral and writing skills in English are required.
- Excellent oral and writing skills in Catalan are an asset.

**General professional experience:**

- Professional experience in the field of communication and/or higher education policy management, including design and preparation of multimedia communication material and/or design and implementation of international higher education projects and programmes

**Specific professional experience:**

- Experience in writing communication material. This may include publications, websites, leaflets, etc.
- Experience in managing European projects would be an asset
- Familiarity with Responsible Research and Innovation would be an asset
- Experience in the use of electronic media such as communities of practice, websites and blogs, also in websites development with open software like Drupal or WordPress would also be an advantage
- Experience in website and blog management and update

***Assignment period:***

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1 year from 1<sup>st</sup> September 2015, with the possibility to extend the contract to up to three years until August 31<sup>st</sup> 2018.

If you are interested, please do not hesitate to apply until June 26<sup>th</sup>, sending us your motivation letter and CV that represents your skills and experiences to [info@acup.cat](mailto:info@acup.cat).