

Laboratory:.....

APPROVED

DIRECTOR

Dr. Valeria HARABAGIU

## JOB DESCRIPTION

No.....

### A. General information on the position

1. Job level: *research leadership/management*
2. Job title: *Scientific researcher – Laboratory coordinator*
3. Professional degree: *I*
4. Main purpose of the position: *fundamental and applied research in the field of macromolecular chemistry, coordination of research activity at laboratory level.*

### B. Specific conditions for filling the position

1. Specialized studies: *higher, with a bachelor's degree and a doctorate*
2. Further training (specializations): *e.g. post-doctorate, research internships, scientific specialization courses, training in the use of tools/equipment in research*
3. Knowledge of computer operation/programming (necessity and level): *knowledge of PC operation (Windows, MS Office), Internet documentation, information filtering, consultation of scientific databases, etc.*
4. Foreign languages (necessity and level) known: *English/French/German, etc.*
5. Necessary skills, qualities and aptitudes:
  - *general, theoretical and experimental specialist knowledge in the field of macromolecular chemistry*
  - *skills in using the equipment and facilities in the institute necessary for the synthesis and characterization of polymers and polymeric materials, etc.*
  - *ability to self-organize and punctuality*
  - *Ability to synthesize and analyze*
  - *the ability to coordinate a team from scientific research*
  - *the ability to propose and develop a research project (programme) autonomously and to find alternative sources of funding for it*
  - *the ability to communicate verbally and in writing, to provide feedback to the coordinated team.*
6. Specific requirements:
  - *theoretical and experimental specialized knowledge in the field in which they work*
  - *meeting the minimum standards necessary for the position held in research*

## 7. Managerial competence:

- *knowledge of scientific management, coordination of a research team*
- *project management*
- *member of scientific committees / organizing international scientific events.*

## C. Job duties:

1. Planning, organizing and monitoring the research activity within the coordinated laboratory;
2. Establishment and implementation of the laboratory's research plan;
3. Proposal and autonomous development of research projects and programs;
4. Supervising the operation of laboratory equipment and establishing traffic for maintenance, repairs, replacement of accessories;
5. Involvement in research, development and innovation activities at the institute level;
6. Dissemination of results through publications and participation in scientific research events;
7. Performs other tasks ordered by the hierarchical head or management in compliance with the specifics of the activity of the position and the duties corresponding to it, subject to legality;
8. Is liable for disciplinary action in accordance with the provisions of the Labor Code for the performance of service tasks.

## Job responsibilities:

1. *Regarding interpersonal relationships:*
  - Complies with the ICMPP Code of Ethics, the fundamental values promoted as well as the rules of behavior and conduct in internal relations: cooperation and mutual support, mutual respect, consideration, right to opinion, intra-professional recognition, collegiality, collegial substitution, providing support in the activity carried out, cooperation in good faith within projects, sincerity and fairness.
2. *Compared to the equipment provided:*
  - Ensures the protection of the public and private interest assets of the state, and private of ICMPP Iași;
  - Uses the installations, machinery and equipment entrusted to the operating parameters provided in the technical documentation and in complete safety conditions;
  - He is responsible for the use of the institute's computers and telephones in the interest of the service.
3. *In relation to the objectives of the position:*
  - Is responsible for the correct and timely fulfillment of his/her individual tasks and the research plan at the level of the coordinated laboratory;
  - Respects the confidentiality of the operations carried out and the information that he/she becomes aware of in the course of his/her current activity, including that which constitutes personal data, in accordance with the specific procedures of the position and the requirements of the position.
4. *On occupational safety and health:*
  - Complies with the norms of labor protection, fire prevention and extinguishing, the measures for their application and provides first aid, in case of work accidents, to the injured;
  - Participates in the periodic trainings carried out at the workplace of the employees within the laboratory as well as at the institute level;
  - They carry out their activity in such a way as not to expose themselves to occupational diseases or accidents.
5. *Regarding the work regulations:*
  - Complies with the provisions of the Internal Regulations and the Regulations for the organization and functioning of the ICMPP;
  - Complies with and applies the Internal Data Protection Policy.
6. *Regarding the protection of personal data:*

- Respects secrecy or confidentiality in the performance of its tasks, in accordance with European Union or national law;
- Ensures the processing of personal data in accordance with the procedures specific to the position (on which he/she has been trained);
- Applies exactly the technical and organizational measures provided for in the Internal Data Protection Policy;
- Informs the Data Protection Officer and at the same time the superior hierarchical head, in the shortest possible time, of any state of risk or security breach identified, regarding the legality of the processing of personal data, or that may favor/generate their loss, destruction, modification, alteration, access or dissemination in conditions in which they violate the provisions of EU Regulation 679/2016 and the Internal Data Protection Policy Personal.

#### **D. The relational sphere of the job holder**

##### **1. Internal relational sphere:**

###### **(a) Hierarchical relationships:**

- subordinate to: *Scientific Secretary*
- higher for: *Research, development and innovation staff within the laboratory.*

###### **(b) Functional relations:** *Collaborates with the other laboratories and functional departments.*

###### **(c) Control relations:** *Monitoring the activity within the coordinated laboratory.*

###### **(d) Representative relations:** *Represents the laboratory/institute at national/international scientific events or in relation to third parties when engaging in contracts or collaborations/partnerships.*

##### **2. External relational sphere:**

###### **(a) with public authorities and institutions:** *the Romanian Academy, UEFSCDI, the relevant Ministry, etc.*

###### **(b) with international organisations:** *Research organisations, public and private partners*

###### **(c) with private legal entities:** *Economic agents, research organizations, etc.*

##### **3. Delegation of powers and competence:**

- *the specific tasks of laboratory coordinator are delegated to the person designated by administrative act/management decision as a substitute person.*

#### **E. Prepared by:**

1. Name and surname:
2. Management position:
3. Signature .....
4. Date of preparation: .....

#### **F. Acknowledgment by the occupant of the position**

1. Name and surname:
2. Signature .....
3. Date: .....