

## **NCCR – Management profiles**

The requirements the NCCR management has to fulfil are manifold. The success of an NCCR depends also on the quality of the management team. The NCCR Director is responsible for establishing an efficient and effective management and ensures that the duties regarding administration, knowledge and technology transfer, education and training/advancement of women and communication are carried out by experts who are able to fulfil the requirements in terms of specialist know-how and sufficient investment of time (cf. NCCR call 2008 and NCCR contract). That is, a suitable amount of money should be earmarked in the budget for these management areas.

Below you will find short profiles of the different positions. In addition to the four positions all running NCCRs engage a scientific “officer” supporting the NCCR Director and coordinating the whole network.

### **1. Administration**

- **Qualification:** Training and previous experience in finance and bookkeeping; conceptual skills in and understanding of advanced finance and bookkeeping.
- **Activities:** All kind of administrative work in the office (e.g. correspondence, documentation, organisation of events), data management in NIRA (personnel, finance and output data) etc..

### **2. Knowledge and technology transfer (KTT)**

- **Qualification:** Previous experience in KTT and knowledge of the scientific field of the respective NCCR.
- **Activities:** Conceptual work, analyses, fund raising, exchange of knowledge between the groups and motivating them to transfer knowledge and/or technologies, support of the groups regarding the management of intellectual property (rights) (e.g. patenting, licensing).
- **Relationships:** Contact with industry, trusts etc. and the TT-Office of the home institution (in some NCCRs there is a personal union, i.e. the KTT responsible works for both the NCCR and the TT-Office of the home institution).

### **3. Education and training/Advancement of women**

- **Qualification:** Interest in the issues of education resp. of gender equality; organisational skills. In several NCCRs these functions are assumed by the NCCR's scientific officer.
- **Activities:** Analysis of the current situation; development and implementation of measures to promote young scholar / women adapted to the respective field; organisation of specific events (doctoral workshops, summer schools etc.).
- **Relationships:** Contact with Gender Equality Office of the home institution (in some NCCRs there is a personal union, i.e. the AoW responsible works for both the NCCR and the Gender Equality-Office of the home institution).

### **4. Communication**

- **Qualification:** Training and previous experience in public relation and communication.
- **Activities:** Conceptual work, website of the NCCR, products (e.g. press releases, leaflets, brochures), internal communication (e.g. newsletter) (cf. more details in the minimal standards for communication of the SNSF).
- **Relationships:** Contact with media, the SNSF's Communication division, and the communications/press office of the home institution (in some NCCRs there is a personal union, i.e. the "Communications officer" works for both the NCCR and the press office of the home institution).

22 April 2010