



Board Paper

HEPTech Communications Officer reduced hours

HEPTech/BP/2024-12/06

Date: 6th December 2024

Name: Elizabeth Bain
Institution: STFC, UK
Email: elizabeth.bain@stfc.ac.uk

BOARD PAPER

Reference Number: HEPTech/BP/2024-012/06

Agenda Item: Vote 6th December 2024 - Elizabeth Bain STFC

Draft Resolution: Request for approval;

- The continuation and amendment of the HEPTech Communications and administrator role
-

Proposal:

Last year we recognised that there is still a requirement for communications and administrative support, present arrangement is 2.5 days per month for a salary €7.500.

It is proposed that

- We extend Valentinas contract for another year, and
- increase in the salary to 10,000 Euros which includes a 5% increase for inflation and a change of role to include an additional 8 hours in order to incorporate
 - Manage and report on the HEPTech budget chasing payments and managing the in-kind contributions..

Valentina has been consulted about this change. She has indicated that she will be able to spend more time on HEPTech. Thus, she has offered to continue in the role.

The existing job description outlined in ANNEX 1 will have to be updated to include the additional duties. if this is accepted

The decision for the board to make is do we:

1. Extend Valentina's contract for a further year to ensure continuity. At the moment there is only the chair in post, so opportunities for training new staff is limited.
2. Increase working hours to include new tasks and a 5% increase for inflation.
3. Commence the recruitment process in 2025 a Communications Administrator to the post in 2025.

Signing of Board Paper

Andras Telcs

Elizabeth Bain

Chair

Author

ANNEX 1

Communications and administrative (P/T) for the HEPTech Network

HEPTech (<https://www.heptech.eu/>) is seeking an Executive Assistant to support the organisation to carry out the administration, communication, and event organization activities. HEPTech is the High Energy Physics Technology Transfer Network (TTN), Bringing together leading European high energy physics research institutions, it provides academics and industry with a single point of unrivalled access to the unique skills, capabilities, technologies and R&D opportunities of the high energy physics community in a highly collaborative open-science environment.

HEPTech is looking for a candidate with who has excellent interpersonal skills and will be comfortable in dealing with a wide variety of individuals at all levels. First-rate organizational skills are key to this role, and a good eye for detail as well proactive approach are essential. Excellent written communication skills are vital, and the ideal candidate will have experience of minute-taking for board-level meetings.

Personal Skills, Experience and Attributes:

Essential Criteria

- Highly organised with a proactive 'can do' attitude;
- Experience of working and a willingness to travel internationally;
- Excellent MS Office skills;
- Outstanding written and verbal communication and interpersonal skills;
- Working autonomously and making decisions under pressure;

Desirable Criteria

- Previous experience working as an Executive Assistant or PA to senior staff;
- Good understanding of management of Social Media campaigns;
- Knowledge about the HEPTech network and the profile of its members;
- Knowledge and experience in web content management;
- English as a mother tongue or equivalent (e.g., certified by a diploma or knowledge of the language at a proficient level).
- Knowledge of INDECO Systems

Responsibilities of Role:

- To support the information and communication activities of the HEPTech Network.
- To coordinate and prepare board papers and to support the preparation of the annual activity reports of the Network;
- To support the Chair in preparing the HEPTech Board meetings, including the respective agenda and papers to be discussed, creation and management of the event management (Indico) webpage, drafting and circulating communication emails, sending out invitations and following up on attendance;
- To support the Chair in publishing information about the Network through the website and LinkedIn, to promote the network to the HEP community, industry and general public at national and international level;
- Various other tasks related to the promotion and growth of the network.

Conditions:

Maximum annual reimbursement amount for this position: 7,500 Euros per year

Part-Time (P/T): 30 days per year (i.e., approximately 2.5 days per month)

Starting Date – 01.01.2024 Duration – Fixed Term of 1 year (prolongation possible)

How to Apply:

Please submit a cover letter of not more than one page stating why you are a good fit for the role and CV (maximum two pages in a legible font size) to Elizabeth Bain at Elizabeth.bain@stfc.ac.uk