

## Open position at AnaEE-ERIC Access Manager / Operation Officer

**AnaEE-ERIC** is seeking an Access Manager in charge of the operations of the network

**Location:** Gif-sur-Yvette, near Paris (France)

**Application Deadline:** 24 February 2025 – 17h CET

### CONTEXT

AnaEE-ERIC, the European Research Infrastructure Consortium for ecosystem research, seeks a motivated operation manager in charge of the access and evolutions of its offer of research services. The operation manager will be the link between the users, the network of facilities providing research, and AnaEE-ERIC. She/He will guide the users, ensure communication between users, AnaEE-ERIC, and facilities as well as mutual interactions among parties. She/He will contribute to the evolution of the offer of services to keep it at the cutting-edge of science, strategic thinking, and projects.

AnaEE-ERIC is the leading Landmark pan-European Research Infrastructure in experimental ecology. It offers a wide range of services across the entire Europe that allow the scientific community and stakeholders to investigate the evolution of the functions and services of all types of ecosystems under global change drivers.

More: <https://anaee.eu>

### ROLES AND RESPONSIBILITIES

- Manage and coordinate access of the users to the AnaEE facilities, in liaison with the national node and facility managers
- With the relevant partners in AnaEE-ERIC and in the national nodes establish a training program for the access of users and ensure a good visibility and awareness of the offer of services.
- Contribute to the evaluation of the quality of the access and services.
- Contribute to the writing of the proposals, to the AnaEE-ERIC participation in projects, to the development of the offer of services, and to the preparation and implementation of the strategy of AnaEE.
- Ensure that the administrative steps for access have been completed and contribute to the evaluation of the overall cost of the AnaEE-ERIC service offer.

### REQUIREMENTS AND SKILLS

- PhD in Ecology, Botany/Plant Physiology, environmental sciences or a closely related field.
- At least 3 years of experience in science in a recognized institution (university, research organization, etc.).
- Strong analytical skills and proficiency in relevant software tools.
- Knowledge of the European framework for research.
- Experience in delivering research services in a relevant facility will be an asset.
- Experience in working for an entity that provides research services at a national, European or international level will be an asset.
- Demonstrable experience in writing papers, reports, publications, and presentations.
- Ability to work in a collaborative team environment and manage multiple tasks simultaneously.
- Self-starter and autonomous.
- Strong oral and written communication skills, especially in an international environment
- Excellent written and verbal communication skills in English (CEFR level C2).

- The knowledge of a second language spoken in the EU will be an asset.
- The position requires travelling in Europe and abroad.

## CONDITIONS

This position will be under the hierarchical responsibility of the Director General of AnaEE-ERIC. It will be a permanent contract with a probation period of 4 months, renewable once, under French law. Non-EU nationals must have a valid full-time work permit for France at the date of their application or in demonstrable position to get it by the end of March 2025 at the latest.

## WE OFFER THE FOLLOWING:

- Competitive salary and benefits, and a vibrant workplace in the heart of France with a strong emphasis on work-life balance.
- Two days of remote work authorized per week, according to our telework charter.
- A benefit package including a comprehensive health insurance, pension liability, public transportation subsidies, Ticket Restaurant...
- A relocation package will be offered when appropriate, according to the existing rules in AnaEE-ERIC, and compliant with the French law.
- The opportunity to work in world-leading international research institution with state-of-the-art facilities.
- Access to collaborative projects with academic and industrial partners across Europe.
- A supportive environment that fosters professional growth and development.

## HOW TO APPLY:

To apply, send us the following documents at [admin@anaee.eu](mailto:admin@anaee.eu) (only pdf format will be accepted):

- Curriculum Vitae (2 pages maximum)
- Cover Letter (1 page maximum)
- List of publications, highlighting the 3 more relevant contributions.
- Names, positions and email addresses of at least 2, maximum 3, reference persons.

**Application Deadline:** 24 February 2025, 17h CET. However, applications may be reviewed prior to the closing date, early submission is encouraged.

**Anticipated start of work:** 1 April 2025.

AnaEE-ERIC is an equal opportunity employer and welcomes applications from any country and will examine the application regardless of gender, disability, or supposed minority status.

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*AnaEE-ERIC is an intergovernmental research organization established under the European Council (EC) regulation 723/2009 on the community legal framework for European Research Infrastructure Consortium (ERIC) legal status. AnaEE-ERIC provides tools to understand the multiple global change drivers on terrestrial and aquatic continental ecosystems across Europe. It proposes access to a distributed, versatile network of facilities that can simulate environmental drivers from land-use change, pollution, biological invasions, rising atmospheric greenhouse gases concentrations, and to increasing extreme events such as droughts and heatwaves. AnaEE-ERIC advances ecosystem science and contributes to effective environmental management by making highly specialized tools and services accessible. Further information on the aims, mission, governance, and statutes of AnaEE-ERIC can be found at <https://www.anaee.eu/>*