

Research Coordinator (50% / up to 100%*)

*(*50% working as Research Coordinator with the possibility – depending on interest and experience – to work an additional 30-50% in education & training or regulatory toxicology)*

Founded in 2009, the Swiss Centre for Applied Human Toxicology (SCAHT) is a centre of excellence in human toxicology and health risk assessment, funded by the Swiss Confederation and supported by the universities of Basel, Geneva and Lausanne, and the School of Life Sciences FHNW. It conducts a wide range of applied research projects, supports Swiss federal offices in their risk assessment and risk management activities and contributes to education and training in human toxicology. SCAHT's research programme covers investigations into toxicokinetics and -dynamics, as well as mechanistic discoveries with specific focus on adverse health effects as a result of hormone alterations, and on adverse effects on the brain.

We are looking for a **Research Coordinator** who will work closely with experts at our partner institutions for the success of our 2021-2024 research programme. The research coordinator reports directly to the SCAHT director who has overall responsibility for the SCAHT research portfolio. The successful candidate will be expected to coordinate SCAHT research across all present and future research groups in the SCAHT network, and across all research sites.

Job Responsibilities:

- General project management support to research groups
 - Activity, resource and schedule planning and control (scope – time – cost),
 - Monitoring and reporting of project advancement, identification of project deviation and adaptation of objectives,
 - Further development of reporting tools,
 - Resolving operational problems, identifying work process improvements and assuring principles of good practice in conducting research projects.
- Promoting and facilitating collaboration within the SCAHT research network.
- Liaising between the regulatory toxicology community and academic researchers to facilitate cross-functional interaction.
- Managing the ongoing development of the SCAHT research framework and strategy in collaboration with federal offices and research group leaders.
- Exploring opportunities and supporting applications for additional external funding for SCAHT's collaborative projects.
- Planning and organisation of research networking events and meetings.

The position is based at the SCAHT Directorate hosted by the University of Basel. Employment will be under private-law contract with the university. Due to the network structure of SCAHT research it requires regular travel within Switzerland and on-site presence at the different partner institutions in Basel, Lausanne and Geneva. The position further requires some flexibility in working hours and may in part be conducted in home-office.

Depending on the background, experience and interests of the successful candidate, as well as available funding, it may be possible to expand the position to include additional responsibilities e.g. with regard to SCAHT's training & education activities, or regulatory toxicology projects.

Candidate profile:

Essential:

- PhD in a field relevant to the SCAHT (toxicology, biology, pharmacy, medicine or other life science).
- Post-doctoral research experience in an area related to toxicology.
- Experience in project planning, coordination or management.
- Excellent communication skills and ability to work in multidisciplinary teams.
- Self-motivated, proactive, able to work without direct supervision.
- Proficiency in English and German or French; ability to communicate in a second national language is desirable.
- If not a Swiss national: valid Swiss working permit (B, C or G)

Skills and Competencies:

- Documentation management
- Time management
- Multi-tasking
- Organizational skills
- Strong inter-personal skills
- Analytical and problem-solving abilities
- Written and verbal communication skills
- Team-management skills
- Process oriented
- Attention to detail

Please send your application including a motivational letter, CV, degree documents and two reference contacts to info@scaht.org. Closing date for applications is **4 October 2020**. For further information and questions regarding the position please contact the SCAHT Director, Prof. Martin Wilks (martin.wilks@unibas.ch) or the present job holder, Dr. Jenny Sandström (jenny.sandstroem@unibas.ch).

Note: a final job offer can only be made once the amount of federal funding for the 2021 – 2024 financial period has been confirmed (announcement expected in early December 2020).