



HR EXCELLENCE IN RESEARCH



## **OTM-R POLICY**

### **OPEN TRANSPARENT MERIT BASED RECRUITMENT**

**Jerzy Haber Institute of Catalysis and Surface Chemistry**

**Polish Academy of Sciences**

**July 2019**

## **INTRODUCTION**

In 2016, the Jerzy Haber Institute of Catalysis and Surface Chemistry, Polish Academy of Sciences (ICSC PAS) gained the HR Excellence in Research Award in recognition of the ICSC PAS ongoing commitment to adopt the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers.

Open, transparent and merit-based recruitment (OTM-R) is one of the pillars of the European Charter for Researchers and, in particular, of the Code of Conduct for the Recruitment of Researchers. OTM-R is an important component of the Human Resources Strategy for Researchers (HRS4R), which supports research institutions and funding organisations to put the policies and principles of the Charter & Code into practice.

OTM-R ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

In line with the HR Excellence in Research Award our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers here in ICSC PAS.

## **OBJECTIVE OF THE POLICY**

The Institute's OTM-R process objectives are:

- to efficiently reach toward the employees market in search of sufficient number of candidates, from which a selection will be possible
- to enable an easy application method for the candidates
- to create a list of candidates whose experience, qualifications and education are the closest to the desirable profile
- to select in a clear and transparent way top-ranking and promising researchers to work at the Institute
- to maintain an attractive work environment.

ICSC PAS is aware that open, transparent and merit-based recruitment of researchers increases the appeal of careers in research, ensures equal opportunities for all candidates and promotes mobility.

In drafting these Instructions, ICSC PAS followed the guidance of the working group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-Based Recruitment of Researchers.

In referring to "researchers", the ICSC PAS refers to all researchers irrespective of their career stage (including early stage researchers, postdoctoral fellows, etc.) and/or their role and position at the ICSC PAS.

Recruitment of staff for all categories of scientific position (in accordance with the Act on Polish Academy of Sciences dated 30 April 2010; [Dz.U. Nr 96, poz. 619](#)) is done through a competitive selection process.

The competition rules **do not apply** in the case of an employment for a defined time period provided:

- a) the researcher is to be employed on contract by a foreign research institution,
- b) the researcher is to be employed for the realization of a R&D project, which was obtained under competition scheme, is funded from external sources (e.g. from European Union or other grant awarding institutions), and the researcher was explicitly listed among the research staff of the project,
- c) the researcher is to be employed on the same post and his/her previous work contract was longer than three years,
- d) the researcher is to be employed on technical or research-technical position.

**There are three phases of ICSC PAS recruitment process for research staff:**

**I Advertising and application phase.**

**II Evaluation and selection phase.**

**III Appointment phase.**

## **I ADVERTISING AND APPLICATION PHASE**

- A. The Institute ensures that posted job offers define the minimum requirements and evaluation criteria as well as the relative importance of each requirement. On the basis of the documentation presented in the recruitment process, the candidate's assessment includes, in particular:
  - the researcher career and expertise in the specific field;
  - the scientific and/or industrial achievements;
  - the active collaboration with research groups;
  - the experience or stays in international research centers;
  - the experience in organizing and managing research/leading scientific groups and obtaining grant funding.
- B. The job offers ensure that the required levels of qualifications and competences are consistent with the needs of the position and do not constitute a barrier to entry, eg. they are not too restrictive, do not require unnecessary qualifications;
- C. ICSC PAS ensures that no applicant will be excluded, except when the requirements set out in the offer itself are not met.
- D. The application period, a minimum of one month time for the submission of applications, will make it possible for a wide group of potential candidates to become familiar with the notice and properly prepare their applications along with a complete set of the documents required.
- E. All documents required in the recruitment process can be delivered by e-mail.

## Recruitment regulation of ICSC PAS

1. Regulations of the Act on Polish Academy of Sciences dated 30 April 2010 ([Dz.U. Nr 96, poz. 619](#)) and Rules of procedure for competitions on scientific posts in ICSC PAS govern the recruitment procedure for a scientific post in ICSC PAS.
2. Competition for a scientific post in Jerzy Haber Institute of Catalysis of Surface Chemistry, Polish Academy of Science (ICSC PAS) is announced by the Director of the Institute or his Deputy for Research.
3. The announcement of the recruitment procedure includes:
  - job/position title and number of available positions;
  - a short description of research to be conducted by the candidate;
  - list of skills and qualifications such as: required education level, languages, scientific degree or scientific title, mobility experience, required research experience (R1-R4 or years in specific field of science) and information on the job-related expertise;
  - each skill/qualification is described by 'required' or 'desirable' category
  - a list of specific requirements to be enclosed in the application such as: an application, a copy of the scientific degree certificate or scientific title confirmation, full CV including information on maternal leaves, voluntary work, periods of work in the industry, at least one opinion on the Candidate from an independent researcher, preferably former/current supervisor, record of the candidate's scientific achievement and his/her own report with short information on the candidate's scientific interests and research objectives (one A4 page); consent to the processing of personal data for the needs necessary to carry out the recruitment process in accordance with the Act of 29 August 1997 on the protection of personal data (GDPR) provided on the Institute's form.
  - information on the possibility of an interview with a candidate during the recruitment;
  - reference to the contact person responsible for providing information on the vacancy;
  - a date of the final result of the competition;
  - an envisaged job starting date; hours per week and intended period of employment in ICSC PAS;
  - working conditions, work location, entitlements (salary, other benefits, etc.), type of contract;
  - facilities for the disabled provided by ICSC PAS;

- reference to the institute's equal opportunities policy;
  - reference to the institute's OTM-R policy;
4. Information on the open call for a scientific position in ICSC PAS is posted on the [web-page of the Institute](#), in the [job-post database of the Ministry of Science and Higher Education](#), and in the [EURAXESS](#) portal.
  5. Institute's secretary checks if the applications are complete and arrived in time.
  6. Each candidate is notified by an email acknowledging the receipt of his/her complete application or a list of the missing documents. The deadline for resubmission of the lacking documents is 3 working days. This e-mail will include an indicative time schedule of the process so it will allow a sufficient time for external candidates to make the necessary travel arrangements and prepare properly for the interview. All applicants will be informed by e-mail of any significant changes to this timeline.

## II EVALUATION AND SELECTION PHASE

- A. All applications fulfilling the application requirements are reviewed. It is ensured that none is discriminated in any way regarding their gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, social or economic status. In case of lack of **GDPR** declaration the application **is not processed**.
- B. The selection must be based on the evaluation of the CVs using predefined evaluation templates, scoring scale, interviews or any other system to ensure the objectivity of the process. Career interruptions or chronological variations of curriculum vitae are not penalized, but are considered as part of professional evolution and, therefore, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career path.
- C. Depending on the number of applicants, the process of evaluation may involve one or more steps, e.g., pre-screening to check eligibility, shortlisting of candidates for interviews, remote interviews by telephone or Skype, face-to-face interviews.
- D. The composition of the Commission guarantees:
  - independence;
  - no conflict of interest;
  - gender balance;
  - adequate experience, qualifications and competence to evaluate the candidates;
  - awareness of HRS4R and OTM-R rules.
- E. Decisions of the members of the commissions must be objective and evidence-based and not based on personal preference.
- F. All candidates are evaluated in terms of them meeting the criteria and requirements set out in the job advertisement.

- G. The entire evaluation procedure shall be conducted in accordance with the principle of equal opportunities for all candidates who are subject to assessment.
- H. The criteria for selecting researchers should focus on both the candidates' past performance and their potential.

### **Evaluation procedure in ICSC PAS**

1. The evaluation process is carried out by the *Commission for Personal Affairs of the Scientific Council of ICSC PAS (referred to as Commission)*, elected by secret ballot from among the members of the scientific council. Current members of the commission can be found at the [Institute web-page](#). The meetings of the Commission are conducted in the presence of Scientific secretary.
2. The composition of the recruitment commission may differ in case of the recruitment process for a full-job within the project financed from external sources. In such a case it is set up in accordance with the provisions of the contract with the project provider.
3. The Commission makes a list of candidates who fulfil the formal conditions (i.e. are complete) and whose applications have arrived on time;
4. The Commission organizes interviews with the candidates and conducts them in order to check their knowledge and skills if needed.
5. The Committee may ask for an opinion from the Head of the Research Group in which the candidate would be employed.
6. The Commission prepares a ranking list and its recommendation based on the information provided by the applicants and in accordance with the regulations of the above mentioned rules of procedure and recommendations of the [Code of Conduct for the Recruitment of Researchers](#).
7. The Commission prepares a list of strengths and weaknesses for all applications and provides this information to Scientific secretary.
8. Scientific secretary informs all candidates about the results of the competition by e-mail, providing each of them with information about the strengths and weaknesses of their applications, winner of the competition, their own position on the ranking list and information about the complaint procedure.
9. After publishing the results of the recruitment process on the webpage, all candidates are given a 14-day deadline for filing a complaint.
10. All complaints are addressed to the Institute's Director, who, if he/she finds them justified sends them to be reconsidered by the Committee. In case the Committee positively reviews the complaint a new ranking list is formulated and communicated to the participants of the competition.

11. The final ranking list and its justification is presented at the Scientific Council meeting, and subsequently a secret ballot on the support of selected winner takes place.
12. The Secretary of the Scientific Council prepares the list of recommended candidates for the Director of the Institute and HR department in order to prepare and sign a work contracts.
13. If a winner of the competition for a position resigns from signing the contract the job is offered automatically to the next person on the ranking list
14. If none of the candidates has been recommended by the Committee, agreed to sign a contract or none has applied within the time limit the Director of the Institute announces the competition unresolved and may reopen it for a new competition.

### **III APPOINTMENT PHASE**

1. The leader of the group, in which a selected employee will work, contacts her/him, negotiates remuneration based on candidates work experience and other working conditions (i.e. starting date of the contract)
2. In case of non-EU employees the Deputy Director for Research issues invitation letter which facilitates application for Polish Visa.

### **QUALITY CONTROL SYSTEM**

The Institute implements quality control system for the proper implementation of the recruitment procedure described in OTM-R policy.

The quality of the system is monitored by Scientific Council and Director of the Institute.

To monitor and assess the implementation of the OTM-R system for each competition an internal reporting form is prepared that indicates adherence to the policy and time table at all stages of the recruitment process. These forms are stored in the electronic form for the final evaluation by Scientific Council or Director of the Institute.

## TIME TABLE

<b>Advertising and application phase.</b>		
Preparation of job offer	Deputy Director for Research together with head of research group/leader project	1 week
Announcement of job offer	Deputy Director for Research /Scientific secretary	Start date
Collection of offers	Scientific secretary	Minimum 1 month
Checking offers for completeness	Scientific secretary	Before application deadline
A call to fill in the gaps in the documentation	Scientific secretary	3 days from notification by email
End the collection of applications		Application deadline
<b>Evaluation and selection phase</b>		
Evaluation / formation of ranking list	Commission for Assessment and Personal Affairs of the Research Council of ICSC PAS / commission defined by the project rules	1-2 weeks
Preparation of letters to participants with results of competition	Scientific secretary	1 week
Complaints	Participants	14 days
Formation of the final ranking list	Commission for Assessment and Personal Affairs of the Research Council of ICSC PAS / commission defined by the project rules	2 weeks
Recommendation of the best candidates to Director of the Institute	Scientific Council	four times a year (usually March, June, September, December)
Preparation and signing of the contract	Director of the Institute	

Position	Level	Education	Requirements	Main duties and responsibilities
<b>First Stage Researcher</b>				
Research assistant	<b>R1</b>	MSc, MA, MTech	<p><i>Competences - he/she:</i></p> <ul style="list-style-type: none"> <li>- carries out research under supervision,</li> <li>- has the ambition to develop knowledge of research methodologies and discipline,</li> <li>- has demonstrated a good understanding of a field of study,</li> <li>- has demonstrated the ability to produce data under supervision,</li> <li>- is capable of critical analysis, evaluation and synthesis of new and complex ideas,</li> <li>- is able to explain the outcome of research (and value thereof) to research colleagues.</li> </ul> <p><i>Desirable competences</i></p> <ul style="list-style-type: none"> <li>- develops integrated language, communication and environment skills, especially in an international context.</li> </ul>	<ul style="list-style-type: none"> <li>- researches and collects data through complex techniques and procedures, library research, project specific methodology,</li> <li>- interprets, synthesizes, and analyzes data,</li> <li>- schedules, organizes, and reports on status of research activities,</li> <li>- plans research techniques, procedures, tests, equipment or software management,</li> <li>- writes and edits materials for publication and presentation,</li> <li>- meets with supervisor,</li> <li>- performs other related duties as required.</li> </ul>
<b>Recognised Researcher</b>				
Postdoctoral researcher	<b>R2</b>	PhD	<p><i>Competences - he/she:</i></p> <ul style="list-style-type: none"> <li>- has demonstrated a systematic understanding of a field of study and mastery of research associated with that field,</li> <li>- has demonstrated the ability to conceive, design, implement and adapt a substantial</li> </ul>	<ul style="list-style-type: none"> <li>- conducts a specified programme of research under the supervision,</li> <li>- engages in appropriate training and professional development opportunities as required,</li> <li>- supports research group in the design and development of the research programme,</li> <li>- supports, if required, the development of proposals</li> </ul>

			<p>programme of research with integrity,</p> <ul style="list-style-type: none"> <li>- has made a contribution through original research that extends the frontiers of knowledge by developing a substantial body of work, innovation or application. This could merit national or international refereed publication or patent,</li> <li>- demonstrates critical analysis, evaluation and synthesis of new and complex ideas,</li> <li>- can communicate with their peers</li> <li>- is able to explain the outcome of their research and value thereof to the research community,</li> <li>- takes ownership for and manages own career progression, sets realistic and achievable career goals, identifies and develops ways to improve employability,</li> <li>- co-authors papers and presentations at workshops and conferences.</li> </ul> <p><i>Desirable competences</i></p> <ul style="list-style-type: none"> <li>- understands the agenda of industry and other related employment sectors,</li> <li>- understands the value of their research work in the context of products and services from industry and other related employment sectors</li> <li>- can communicate with the wider community, and with society in general, about their areas of expertise,</li> <li>- can be expected to promote, within professional contexts, technological, social</li> </ul>	<p>for research funding,</p> <ul style="list-style-type: none"> <li>- engages in the dissemination of the results of the research,</li> <li>- engages in the wider research and scholarly activities of your research group and Institute,</li> <li>- supports research students associated with their group,</li> <li>- mentors and assists the research students in PhD School and Institute.</li> </ul>
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			<p>or cultural advancement in a knowledge based society,</p> <ul style="list-style-type: none"> <li>- can mentor First Stage Researchers, helping them to be more effective and successful in their R&amp;D trajectory.</li> </ul>	
<b>Established Researcher</b> (Researchers who have developed a level of independence)				
Associated professor	<b>R3</b>	<p>habilitation degree / the academic title of professor</p> <p>doctoral degree (if permanent residence abroad)</p>	<p><i>Competences - he/she:</i></p> <ul style="list-style-type: none"> <li>- presents their research programme in the Institute`s seminar,</li> <li>- has an established reputation based on research excellence in their field,</li> <li>- makes a positive contribution to the development of knowledge, research and development through co-operations and collaborations,</li> <li>- identifies research problems and opportunities within their area of expertise,</li> <li>- identifies appropriate research methodologies and approaches,</li> <li>- conducts research independently which advances a research agenda,</li> <li>- can take the lead in executing collaborative research projects in cooperation with colleagues and project partners,</li> <li>- publishes papers as lead author, organises workshops or conference sessions.</li> </ul> <p><i>Desirable competences</i></p> <ul style="list-style-type: none"> <li>- establishes collaborative relationships with relevant industry research or development</li> </ul>	<ul style="list-style-type: none"> <li>- defines research objectives and carries out original and significant research, which supports research activity in the Institute,</li> <li>- decides on research programmes and methodologies, often in collaboration with colleagues,</li> <li>- guides, leads and mentors students in research projects,</li> <li>- creates, innovates and implements career-enhancement programs and activities,</li> <li>- inputs into identifying and securing research funding of a large scale,</li> <li>- organizes and conducts meetings, workshops, and conferences.</li> <li>- supervises and supports teaching assistants,</li> <li>- serves and supports functional activities of departmental committees,</li> <li>- assesses, reviews and evaluates student activities and progress,</li> <li>- assists and supports senior professors in their day-to-day tasks and functions.</li> </ul>

			<p>groups</p> <ul style="list-style-type: none"> <li>- communicates their research effectively to the research community and wider society</li> <li>- is innovative in their approach to research</li> <li>- can form research consortia and secure research funding / budgets / resources from research councils or industry</li> <li>- is committed to professional development of his/her own career and acts as mentor for others.</li> </ul>	
<b>Leading Researcher</b> (Researchers leading in their research area or field)				
Professor	<b>R4</b>	academic title of professor	<p><i>Competences - he/she:</i></p> <ul style="list-style-type: none"> <li>- has an international reputation based on research excellence in their field,</li> <li>- demonstrates critical judgment in the identification and execution of research activities,</li> <li>- makes a substantial contribution (breakthroughs) to their research field or spanning multiple areas,</li> <li>- develops a strategic vision on the future of the research field,</li> <li>- recognises the broader implications and applications of their research,</li> <li>- publishes and presents influential papers and books, serves on workshops' and conferences' organising committees and delivers invited talks.</li> </ul> <p><i>Desirable competences</i></p> <ul style="list-style-type: none"> <li>- is an expert at managing and leading</li> </ul>	<ul style="list-style-type: none"> <li>- defines research objectives and carries out substantive, original and top-level research, which supports research activity in the Institute,</li> <li>- develops methods and techniques appropriate to the type of research pursued that add to the intellectual understanding of the field,</li> <li>- plays a leading role in national/international collaborative research projects,</li> <li>- publishes and presents influential papers and books,</li> <li>- contributes to major research grant applications to support research projects,</li> <li>- attracts through reputation sources of income as appropriate,</li> <li>- plays a leadership role in mentoring junior colleagues and co-ordinating the work of research staff,</li> <li>- makes a significant contribution to the institute's research reputation,</li> </ul>

			<p>research projects,</p> <ul style="list-style-type: none"> <li>- is skilled at managing and developing others,</li> <li>- has a proven record in securing significant research funding / budgets / resources,</li> <li>- has team building and collaboration skills, focusing on long-term team planning (e.g. career paths for the researchers and securing funding for the team positions),</li> <li>- is an excellent communicator and networker within and outside the research community [creating networks],</li> <li>- is able to create an innovative and creative environment for research,</li> <li>- acts as a professional development role model for others.</li> </ul>	<ul style="list-style-type: none"> <li>- contributes to the development of research strategies within the institute,</li> <li>- peer-reviews manuscripts for publication and/or research bids,</li> <li>- helps to create opportunities for their junior researchers, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing the development of their careers,</li> <li>- takes the executive and administrative assignments,</li> <li>- where appropriate, develops relations with public.</li> </ul>
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