

AMMINISTRAZIONE CENTRALE
AREA RISORSE UMANE
UFFICIO PERSONALE TECNICO AMMINISTRATIVO



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

SELECTION ANNOUNCEMENT No. 2023T23

BY QUALIFICATIONS AND EXAMINATIONS TO RECRUIT NO. 1 LEVEL I RESEARCH TECHNOLOGIST (FINANCIAL POSITION "EP1") ON A FULL-TIME FIXED-TERM CONTRACT, FOR 36 MONTHS PURSUANT TO ART. 24BIS OF LAW NO. 240 OF 30.12.2010, AND TO THE NATIONAL COLLECTIVE BARGAINING AGREEMENT OF 19.04.2018, AT DEPARTMENT OF STATISTICAL SCIENCES.

By implementing Art. 24bis of Law no. 240 of 30.12.2010 and the National Collective Bargaining Agreement of 19.04.2018, the University of Padova plans to recruit Level I research technologist (financial position "EP1") by qualifications and examinations on a full-time fixed-term contract (36 hours per week), for 36 months, at the Department of Statistical Sciences, to provide technical-administrative support for the development of scientific research by the two Departments involved (Department of Statistical Sciences and Department of Economics and Business Sciences - DSEA), with particular reference to relations with companies and institutions, as part of the "Data- driven business solutions at the service of the Territory".

In particular the technologist will be called to carry out the following **activities**:

- managing the economic-business databases created by the proposing Departments in relation to institutions and firms with which collaborations have been established, aimed at the homogenization of the databases and their interrelationship;
- data analysis, even of big databases and economic interpretation of raw and processed data;
- creation of an online platform to strengthen partnerships between third parties interested in the development of research collaborations and the two proposing Departments;
- monitoring of national and international competitive calls for the development of research projects implying collaboration between research institutions (in particular university institutions) and other institutions and companies;
- create and maintain direct contacts with the companies and institutions registered in the databases, to propose the drafting of joint research projects according to research tenders which provide for forms of collaboration between universities and companies (or other bodies).
- managing projects launched in collaboration with companies/institutions (project management activities);
- technical support to academics in the development of project ideas useful for responding to business needs;
- support to the Departments in the activities of teaching and research by fostering collaborative relationships between our researchers and external stake-holders;
- technical support to administrative staff and researchers in the definition, implementation, management and reporting of research projects;
- technical support for the organization of events for the dissemination of the results of the research carried out by collaborating with the communication people of the two Departments, to ensure effective dissemination of the events and the summary results of the research.

The aforementioned activities require the following **professional skills, knowledge and competences**:

- excellent knowledge, also through experience, of:
 - management of relational databases and of the main software used for database management (for example: Access, Oracle, SQL)

- main exploratory data analysis techniques and the main software used for statistical data analysis (Excel, R, Matlab, Python)
- project management techniques and business innovation processes
- methods of publication by the main bodies responsible for national and international competitive tenders for the development of research projects based on the collaboration between research bodies and other institutions/companies
- knowledge, also through experience, of the main criteria used to evaluate the applications submitted in response to competitive research tenders
- knowledge, also through experience, of reporting methods for research projects
- knowledge of the main working techniques in multidisciplinary research groups
- knowledge, also through experience, of communication techniques (both online and face-to-face) concerning the dissemination of research results
- strong relational skills with both "internal" (teachers, researchers, PhD students, technicians) and "external" users
- knowledge of the English language (B2 level).

Admission requirements

Candidates must have the following requirements by the selection announcement deadline:

- **academic qualifications:**

- a second-cycle degree (*Laurea Magistrale*) (ex D.M. 270/2004), or a second-cycle degree (*Laurea Specialistica*) (ex D.M. 509/1999) recognised as the equivalent by D.I. 09.07.2009, or a degree (*Diploma di Laurea v.o.*) (prior to D.M. 509/1999) recognised as the equivalent by D.I. 09.07.2009.

Candidates **holding a foreign degree** may take part in the selection only after completing a degree-equivalency process pursuant to Art. 38, paragraph 3 of Legislative Decree DL 165/2001. Candidates are conditionally admitted to the selection procedure if the equivalency process is underway, but no final decision has been reached. They must have had their degree recognised as the equivalent of an Italian degree by the time they are recruited.

The degree-equivalency process must be started before the selection-announcement deadline, otherwise the candidate will be excluded from the selection procedure. Candidates must inform the procedure manager that they have applied for degree equivalency.

Pursuant to decreto-legge (decree-law) no. 228 of 30 December 2021, **the Public Function Department will conclude the recognition procedure only with regard to the successful candidates, who have the obligation, under penalty of forfeiture, to notify the Italian Ministry for Universities and Research (MUR) of the publication of the ranking list within 15 days.**

The degree-equivalency application form is available at:

<http://www.funzionepubblica.gov.it/strumenti-e-controlli/modulistica>;

- **specific professional qualification pertinent to the research:**

- **at least two-year experience in database management and exploratory data analysis resulting from professional or general research activities.**
- italian citizenship (Italians who are not citizens of the Republic of Italy have the same rights as Italian nationals), or citizenship of an EU Member State. Following implementation of Art. 7 of Law 97/2013, the following may also apply for the selection procedure: family of citizens from an EU Member State who do not have citizenship of an EU Member State, but do have the right of residence, or the permanent right of

residence; and third-country nationals with a long-term EU permit of stay, with refugee status, or with subsidiary protection status;

- candidates with full political rights;
- candidates who are physically suitable for the position;
- candidates who have completed their military service.

Non-Italian nationals are required to:

- have full civil and political rights in their country of origin;
- fulfil the same requirements as Italian nationals, but do not need Italian citizenship;
- have a good knowledge of Italian.

Application form

The application form and appendices for this selection announcement **must be submitted online** with the Pica platform at: <https://pica.cineca.it/unipd/tipologia/pta>.

To apply online, candidates must have a valid email address so that they can register with the system. They must also provide all of the information needed to complete the application and attach the required documents in electronic form.

The system allows the application to be saved in draft form until the submission deadline. The online application procedure and submission must be completed by **2 p.m. of the 15th day, when the selection announcement closes**.

The system will certify the date that the online application form is submitted by emailing candidates an automatic receipt. Once the submission deadline has expired, the system will shut down access and applications can no longer be sent.

If necessary, a submitted application form can be withdrawn and another one submitted **before the application deadline (2:00 p.m. of the fifteenth day)**.

Each application will be given an identification number which must be included in any correspondence, along with the selection announcement code stated in the online procedure. Candidates must complete each and every part of the application form in accordance with the online instructions. In case of access through SPID, no signature will be required when submitting the application. In case of accessing the system by another mode, the application is to be completed as follows:

- with a digital signature using a smart card, USB token or remote signature that enables the user to sign documents with signature software. Alternatively, a web portal may be used to provide a certified remote signature. Candidates with a smart card or USB token for digital signing can check for compatibility with the server's digital-signing system. If compatible, the user may sign the application on the server;
- candidates who do not have compatible digital-signing devices and users of remote digital signatures without web portal access for signing documents will have to save a system-generated pdf file on their computer. After which, they must not edit the file and e-sign it in CADES format. A file with a p7m extension will be generated and uploaded into the system. If the file is edited before the e-signature is applied, the system will be unable to verify whether the content of this document matches the original. If this occurs, the application will be rejected.
- If none of the aforementioned options are available:

print and hand-sign the application form, then upload **a scanned copy along with a scanned form of identification. Candidates not providing identification may be excluded from the selection procedure.**

The system may be momentarily offline for technical reasons.

Non-Italian candidates are to submit their application form as per the methods and deadlines stated in this application procedure.

Documents must be in a static, non-editable format and must not contain executable codes or macro-instructions. PDF is the preferred format. Documents must not exceed 30 MB.

The University of Padova is not liable for undelivered correspondence should candidates not provide a complete address, or when late or no notification is provided should the address on the application form change. Nor is it liable for problems caused by third parties, misfortune or force majeure.

For additional information or queries about the application procedure, please contact the Technical and Administrative Personnel office on +39 049 827 3159 - 3494 between 9 am and 1 pm.

For technical problems only, contact the following link at home page PICA CINECA: [supporto](#).

Candidates must state under their own responsibility their surname and first name, their date and place of birth, their permanent address, any telephone number, any criminal convictions and pending criminal procedures, that they enjoy full political rights, their military-service status, a detailed statement they meet the aforementioned requirements, and the exact contact address for any correspondence.

Candidates are admitted to the selection procedure conditionally. Should any of the requirements not be met, candidates may be excluded from the selection procedure at any moment, even after they have taken the tests.

Selection

Candidates are selected by qualifications and examinations.

A total of 90 points are awarded for qualifications and examinations. They are divided as follows:

- 30 points for qualifications;
- 60 points for examinations, they are divided as follows:
 - 30 points for the written test;
 - 30 points for the oral examination.

Qualifications

The following qualifications, will be evaluated:

Professional experience for activities relevant to the skills required in the call for applications	max 30 points
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EU candidates must provide all of the statuses, information and qualities that they deem useful for the assessment of their qualifications in a statutory declaration, as per Art. 46 and 47 of Presidential Decree DPR no. 445/2000. Non-EU candidates are not allowed to use a statutory declaration, as per Art. 3 of Presidential Decree DPR no. 445/2000.

The application must include the following significant elements:

- the exact name of the awarding body (public or private)
- the period (from dd/mm/yy to dd/mm/yy)
- the type of contract and any category it falls under, the functions carried out and the position held
- the name and the date of the award.

Certificates issued by the European Union or Italy's Public Administration must not be submitted.

The assessment of qualifications will be carried out before the written test is corrected, and will be made known to the candidates before the oral examination is held.

Examinations

Examinations will comprise a written test and an oral examination.

The written test will focus on the following topics:

- channels through which companies-universities collaboration is fostered and major calls for applications in the field
- notions of database management and major database management software
- data analysis techniques and software for exploratory data analysis
- techniques of writing projects for collaboration between companies and universities
- concepts of project management
- knowledge of business innovation processes.

The oral examination may take place in whole or in part in English and it will focus on the following topics:

- software for data management and basic statistical analysis
- design and management of communication activities (both online and in-person) inherent to the dissemination of research results
- in-depth study inherent in professional experience related to the activities covered by the profile required by the call for applications
- knowledge of the English language ("B2" level).

The examinations pass mark is 21/30 (7/10).

Examinations will take place at the following times and venues. No further notice will be given:

- **the written test:** on **27th June 2023, at 9:30 a.m.**, at the "Aula ASID17", Complesso "S. Caterina" Via Cesare Battisti n. 241, Padova (PD);
- **the oral examination:** on **4th July 2023, at 3:00 p.m.**, by telematic mode (further information will be published with the result of the written test).

Publication of this calendar is considered to be notification.

Approved candidates must come on the date and at the time communicated. No further notice will be given.

Candidates must show a valid ID document before being admitted to the examinations.

Any candidates not coming to the examinations will be deemed to have waived their place, regardless of the reason.

The list of candidates admitted to oral examinations will be published with their scores for the written test on the noticeboard of Department of Statistical Sciences, Via Cesare Battisti n. 241, Padova, and posted on the University of Padova website at <https://www.unipd.it/selezione-2023T23>.

All Commission sessions during the oral examination are public. At the end of all oral examination, the Commission will draw up a list of the candidates assessed with a score for those who have passed the examination. This list will be posted on the noticeboard of Department of Statistical Sciences, Via Cesare Battisti n. 241, Padova, and on the University of Padova website at <https://www.unipd.it/selezione-2023T23>.

Candidates can access the list with a personal password provided to all selection participants.

Overall ranking

The final score is calculated by adding up the score for the written test, the oral examination and the score for qualifications assessment.

The overall ranking will be published in the University of Padova's Official Register. Any appeals may be filed the day after the ranking is published.

The overall ranking is effective immediately.

The winner is entitled to the gross annual salary for the EP category, financial position EP1, as per the University section of the current National Collective Bargaining Agreement (CCNL), as well as to an additional quota as specified in the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010." The salary will be paid into a bank or post-office account only.

The administration may decide not to draw up the agreement should there cease to be the need, opportunity or resources to proceed.

The ranking is valid for three years from its publication date and may be used to recruit additional fixed-term technologists with the same profile and level. All other aspects of employment will depend on the University's specific needs.

Anything not stated above is covered by the "University Regulations for Recruiting and Regulating 'Fixed-term Research Technologists', in accordance with Art. 24-*bis* of Law no. 240 of 30 December 2010", available at: <http://www.unipd.it/regolamenti-personale-tecnico-amministrativo-dirigenti> .

Pursuant to Law no. 241 of 7th August 1990, the selection-procedure Manager is Cristian Poletti – *Ufficio personale tecnico amministrativo*, Riviera Tito Livio, 6, Padova, Italy.

The Technical-Administrative Staff office (*Ufficio personale tecnico amministrativo*) is open to the public at the following times:

From Monday to Friday from 10 am to 1 pm and on Tuesday and Thursday from 3 pm to 4.30 pm.

Tel. 049 827 3155 - 3159 - 3494

e-mail: reclutamento.pta@unipd.it

NB: This selection announcement has been translated into English for publication purposes only. The Italian version is valid for all legal purposes and for the resolution of any disputes.

Padua

The Director-General

Alberto Scuttari

digital signature (ex Legislative Decree 82/2005)

Selection-procedure Manager Cristian Poletti	Department Manager Tommaso Meacci
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