



UNIwersytet Jagielloński
w Krakowie

**The Jagiellonian University hereby announces a competition for the position of
Administrative Employee supporting
Occupational Health and Safety
in the Małopolska Centre of Biotechnology (MCB)**

New opportunity has come up for a part-time health and safety officer at the Małopolska Centre of Biotechnology, Jagiellonian University. We are an international institute and the language of operation is English. The successful candidate will take on the role for ensuring compliance and documentation in all aspects of health and safety of the institute, working closely with the central health and safety office of UJ. This person will advise the leadership team and lab leaders about changes in regulations, take on responsibility for ensuring that inspections are carried out as well as carrying out some inspections, auditing safety procedures and finding solutions to continue the safe-working environment of the institute. Most importantly this person has to be the first point of contact for all safety matters.

The MCB offers a challenging and rewarding role for a health and safety professional. We not only have the typical health and safety considerations found within life sciences laboratories but in addition, we have more complex types of research that require specialized knowledge. Within our institute we cover amongst many aspects, BSL3, BSL2 and BSL1 work, infectious materials, human biological samples, GMM and GMO, waste management, hazardous chemicals and liquids, carcinogenic materials, class 3 lasers, a variety of gasses, ultra-low temperatures and working in cold environments and ultra-low temperatures.

We are looking for someone with excellent interpersonal skills, the ability to lead others that are not direct reports, a can-do attitude and finding solutions to problems. We are looking for someone who can understand the continually changing legislation from the national inspectorate and central UJ authorities, make it understandable to our staff and students and find workable solutions that will help us to maintain compliance. The candidate has to be committed to continual learning including attending courses national and or international to fill skills knowledge gaps. The successful person will need to be able to work closely with other individuals who have specific knowledge and or responsibility for health and safety at MCB.

Essential requirements:

- Education – Masters level,
- Knowledge of all basic standard health and safety regulations in laboratory work environment (PPE, working with cold and hot materials, acids, hazardous chemicals, carcinogens,
- Knowledge of fire and safety regulations and general safety beyond the laboratory environment,
- Knowledge of waste disposal streams for different types of biologicals and chemicals, GMM and GMO regulations and audits, Human biological samples, gasses, regulations of working in extreme temperatures,
- Significant knowledge and experience of BSL3, BSL2 and BSL1 containment,
- Excellent interpersonal skills,
- Can-do attitude and finding/creating solutions to problems.

If a suitable candidate is found but lacks certain knowledge, for example regulations pertaining to BSL3 work, the candidate will be required to take training which may have to be overseas.

Required qualities:

- high personal culture,
- communication skills,
- ability to think analytically,
- good organisation of own work,
- ability to work in a team,
- responsibility,
- excellent interpersonal skills.

Interested persons are requested to submit their CV (stating the track record of their professional work) together with documents confirming the fulfillment of the above mentioned requirements to the **MCB address: ul. Gronostajowa 7A, 30-387 Kraków** from 8:00 to 16:00, Monday to Friday or electronically at katarzyna.maziarka@uj.edu.pl

Please attach to your application the confirmed form "Personal data processing information".

Opening date: **01.09.2022**

Application submission deadline: **15.09.2022**

The competitive selection process will be concluded by **30.09.2022**

The Jagiellonian University reserves the right to contact only selected candidates and the right to notify only the selected candidate of the decision to fill the position.

The submitted documents can be collected from 30.09.2022 to 31.12.2022.
After this date, unclaimed documents will be destroyed by the commission.

Additional information can be obtained at: 12 663 6334

Personal data processing information for job applicants

According to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the above advertisement – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the above advertisement based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide your personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: mcb@uj.edu.pl or by post to the following address: **Małopolska Centre of Biotechnology ul. Gronostajowa 7A, 30-387 Kraków**, or you can withdraw your consent in person at **Małopolska Centre of Biotechnology ul. Gronostajowa 7A, 30-387 Kraków**.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.