

Opening Notice

Research Fellowship (BI) in Business Sustainability and Data Analysis

Reference: CUBE-CRB-BI/7

CUBE - Católica Lisbon Research Unit in Business and Economics at Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, is awarding one Research Fellowship (BI) in the scientific field of Business Sustainability and expertise in Data Analysis for the development of research in the frame of the project “Observatory of Sustainable Development Goals in Portuguese Companies” under the Center for Responsible Business & Leadership (CRB), funded by this center.

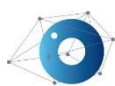
ADMISSION REQUIREMENTS

- At the time of application, candidates must hold a Master degree or an Undergraduate degree in the scientific field of Management, Economics or Social Sciences, and be enrolled or present proof of meeting the requirements to be enrolled in a doctoral program, a master degree program or a non-academic degree course integrated in the educational project of a higher education institution developed in association or cooperation with one or several R&D units;
- In the case of candidates who are enrolled or who meet the conditions for the enrollment in a course that does not award an academic degree, only candidates who do not exceed, with the conclusion of the fellowship contract referred to in this notice, including the planned renewals, a cumulative period of two years in this type of fellowship, consecutive or interpolated, are eligible;
- Excellent written and spoken proficiency in Portuguese and English languages;
- Independent and highly motivated;
- Data analysis (SPSS preferred) and critical analysis skills;
- Proactive attitude;
- Good communicator;
- Spirit of mutual help and teamwork.

WORK PLAN AND GOALS

The “Observatory of SDGs in Portuguese Companies” evaluates and assess the implementation of the United Nations 2030 Agenda by monitoring a representative group of large, small and medium-sized companies to understand their context and the challenges they face. Its output is an Annual Report, based on longitudinal data analysis, with a solid and constant theoretical background of analysis. The study assumes a consistent follow-up over the years that will allow the assessment of how Portuguese companies are evolving in the adoption of the SDG agenda.

The research fellow will be part of the CRB team responsible for the elaboration and execution of the “Observatory of SDGs in Portuguese Companies”, developing research, analysis, reporting,



public relations and other activities to support the study. This is a highly dynamic function demanding high levels of motivations and resilience, but also team work skills.

Main tasks include:

- Primary and secondary data collection and analysis;
- Preparation and presentation of results;
- Writing of analysis reports

The tasks related to the “Observatory of SDGs in Portuguese Companies” are the core ones, though other activities may also arise within the general activities of the Center.

ADDITIONAL INFORMATION ABOUT THE PROJECT

In Portugal, compliance with the Sustainable Development Agenda has been advancing, but still below what is necessary to meet the 2030 goals. In this sense, it is essential:

- The commitment of the private sector in this agenda, with a clear perception of the benefits for all parties (companies, country and citizens).
- To understand in a deeper way the Portuguese context in the evolution of SDGs compliance and what is the specific role that companies can play.
- To understand how Portuguese companies are incorporating the SDGs in their activities, from the most peripheral to the core business.
- Identify and disseminate good practices and show the way forward, in alignment with the Portuguese and the United Nations’ prime objectives in its Universal Agenda.

Project website: <https://www.observatorio-ods.com>

APPLICABLE REGULATIONS

Research Fellow Statute, approved by Law No. 40/2004, of August 18, in the current wording conferred by Decree-Law No. 123/2019, of August 28; current Regulation of Fellowships of Fundação para a Ciência e Tecnologia, I.P. (Regulation No. 950/2019 of December 16th); Regulation of Fellowships of Universidade Católica Portuguesa.

WORKPLACE AND SCIENTIFIC GUIDANCE

The workplace is Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, in Lisbon, and the work will be developed under the scientific guidance of Professor Nuno Moreira da Cruz.

FELLOWSHIP’S DURATION AND START DATE

The fellowship will be awarded for a period of 12 months, in exclusive commitment. The fellowship may be renewed up to the fullest extent permitted by applicable regulations. The renewal of the



fellowship contract depends on the research fellow's evaluation concerning the accomplishment of the work plan, the fulfillment of personal requirements for the fellowship renewal and the availability of funding in the project.

The fellowship is planned to start on October 2022.

MONTHLY MAINTENANCE ALLOWANCE

The fellowship's maintenance allowance is 1,144.64€ or 875.98 € per month – net values (no taxes), according to the table of values of the grants awarded directly by FCT, I.P. in the Country. Further information at <https://www.fct.pt/apoios/bolsas/valores.phtml.en>. The fellowship will be paid monthly by bank transfer.

The fellowship holder will be covered by a personal accident insurance.

If not covered by any social protection scheme, the fellowship holder can ensure the right to Social Security through adherence to the Voluntary Social Security scheme, pursuant to "Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social". Provided that the awarded fellowship has a minimum duration of 6 months, the fellowship holder will be entitled to assume, by UCP, the charges resulting from the contributions that apply to the first bracket referred to in article 36 of Decree-Law no. 40/89, of 1 February, with the increase in charges arising from the option for a higher incidence base on its own.

SELECTION METHOD

The candidates' final classification shall be presented on a scale of 0 to 100. The final classification evaluates the candidate's merit and it is calculated by weighing in each factor as follows:

- A. Assessment of the Master's and/or Bachelor's degree as well as the applicant's curriculum vitae, with a weight of 50%, considering the following rule for the evaluation of the degree held:
 - i) Applicants who hold a Bachelor's degree will be scored in this criterion on a scale from zero to eighty (0-80);
 - ii) Applicants who hold a Master's degree will have an assessment increased in this criterion by ten to twenty points (10-20 points), depending on the grade and adequacy of the Master's degree held by the candidate.

B. Expertise in the work field, including previous research experience: 20%

C. Data analysis skills: 15%

D. Communication skills: 15%

Final Classification = $(0,50 \times A) + (0,20 \times B) + (0,15 \times C) + (0,15 \times D)$

A minimum of 75 points is needed for a candidate to be considered eligible for the position.

If necessary, candidates may be called for an interview, in which case the interview will not be scored or weighted in the final classification and will only serve to clarify the information provided.

COMPOSITION OF THE SELECTION PANEL

President of the Jury: Professor Nuno Moreira da Cruz (fellow supervisor)

Effective Member: Prof. Filipe Santos

Effective Member: Dr. Filipa Pires de Almeida

REQUIRED DOCUMENTS FOR APPLICATION

Applications are to be submitted in Portuguese language.

Applications shall include the following documents, and will not be accepted in the absence of:

1. Letter elaborating on the motivations and objectives for applying to the BI fellowship;
2. Curriculum Vitae including all the elements to access the admission requirements, namely all the research fellowships previously awarded, if applicable;
3. Proof of the enrolment in one of the required programs or proof of meeting the requirements for the enrollment in one of the required programs;
4. Copy of the qualification certificate or diploma.

In case of not being possible to obtain the certificate mentioned in 4. until the due date of the application, the candidate may replace them by declarations of their responsibility with the corresponding content, submitted electronically and, in case of grant of the fellowship, send the official certificates to CUBE, before the contract being handled.

DEADLINES AND SUBMISSION OF APPLICATIONS

Required documents should be sent by e-mail to catolica-lisbon-research@ucp.pt from August 20th until September 20th, 2022 (until 5 pm Lisbon time) with the reference Subject: CUBE-CRB-BI/7 - #Candidate's name#.

No document that should have been submitted at the application stage may be presented after the deadline set for this purpose in the opening notice. Failure to comply with the deadline set for the submission of the application, as well as the lack of submission or late submission of the documents referred to in this point will determine exclusion from the competition. False statements provided by the candidates are punishable by law.

DELIBERATION AND RELEASE OF THE RESULTS

The selection panel deliberates in accordance with adopted and disclosed selection criteria. Minutes of panel meetings shall include a summary of the meeting content. After application of the selection criteria, the panel shall prepare a ranked list of approved candidates and respective classification.

The ranked list of candidates will be published within 90 working days after the deadline of the applications on the CATÓLICA-LISBON website <https://www.clsbe.lisboa.ucp.pt/research/research-positions>. Candidates will be notified by e-mail once this list is made available.

After this notification, and in case there are no allegations, the results will become definitive. Ineligible candidates will be notified by email, with details of the missing eligibility elements.

In the 10 working days after the communication of the final decision, the selected candidate must confirm in writing his/her availability to initiate the fellowship in the proposed date. In case of unavailability, the offer will be made to the next candidate in the ranked list.

PRIOR HEARING, COMPLAINTS AND APPEALS

In case of unfavorable decision, candidates will have 10 working days after notification to pronounce in a prior hearing, should they wish it, under the terms of the Code of Administrative Procedures. The complaint or appeal should be addressed to the Rector's Office (Reitoria) of Universidade Católica Portuguesa. The final decision will be made within a maximum of 60 working days after the conclusion of the prior hearing of interested parties.

PRIVACY POLICY

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data submitted within the scope of this tender procedure is processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification". The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

NON-DISCRIMINATION AND EQUAL ACCESS POLICY

Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and union membership.

CONTACTS FOR CLARIFICATION

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