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**Directive of
Institute of Computer Science of Masaryk University
No. 1/2022**

To implement some provisions of the Internal Wage Regulations of Masaryk University and the Masaryk University Directive No. 3/2018 Catalogue of Job Positions

(effective as of 1 July 2022)

Pursuant to Article 8 (6) (a) c) of the Organizational Rules of the Institute of Computer Science of Masaryk University and taking into account Article 4 of the "MU Directive" I issue this Directive:

Article 1
Personal Evaluation

(1) I set the amount of personal evaluation in the range of 0 to 275% of the employee's wage.

Article 2
Functional bonuses

(1) I set the amount of functional bonuses according to the level of management in the following range:

Level of management	minimum amount	maximum amount
1st level of management	3 000 CZK	12 000 CZK
2nd level of management	5 000 CZK	17 000 CZK

3rd level of management	12 000 CZK	24 000 CZK
project lead	1 000 CZK	14 000 CZK

Article 3

Non-academic research and development workers

(1) I set the work positions of non-academic research and development workers at ICS MU as follows:

Work position	wage class
research assistant	6
research and development worker I - IV	7 to 10

(2) Annex No. 2, paragraph (3) Area of research and development "MU Directive" shall be used appropriately for the framework characteristics, provided that:

- research and development staff participate in the transfer of R&D results of the relevant field to the activities of ICS, providing ICT services for MU,

- they will ensure the transfer of R&D results into teaching and a possible share in it in person if they are also in a relationship with one of the MU faculties in which they participate in teaching.

Article 4

IT Work Positions

(1) I set the IT work positions at ICS MU as follows:

Work Position	wage class
IT Operator	4 to 6
IT Technician	5 to 7
IT Systems Engineer	6 to 8
Programmer	6 to 8
IT Specialist	6 to 8
IT Analyst	7 to 9
IT Architect	7 to 9
IT Project Manager	7 to 9

(2) I set out the general characteristics of the work activities of IT work positions, in Annex No. 1, paragraph (1) and paragraph (4).

Article 5
Library Information Center work positions

(1) I set the work positions at the Library Information Center of ICS MU as follows:

Work position	wage class
Librarian	7 to 9

(2) I set the general characteristics of the Library Information Centre work activities, in Annex No. 1, paragraph (2).

Article 6
Open Science work positions

(1) I set the work positions at Open Science at ICS MU as follows:

Work position	wage class
Open Science Manager	7 to 9
Open Science Coordinator	6 to 8

(2) I set out the general characteristics of the Open Science work activities, in Appendix No. 1, paragraph (3a)

Article 7
Temporary provisions

(1) Claims arising before this Directive becomes valid are assessed in accordance with the current Measure of the Director of the Institute of Computer Science of Masaryk University No. 3/2018 and its annex.

Directive of Institute of Computer Science of Masaryk University No. 1/2022

(1) This regulation repeals the Measure of the Director of the Institute of Computer Science of Masaryk University No. 3/2018 and its annex, which expires on 30 June 2022.
(2) An integral part of this regulation is Annex No. 1 - Job characteristics.
(3) This regulation was discussed with Coordination Council of Masaryk University on 22 June 2022.
(4) I entrust the Bursar of the ICS with the interpretation of individual provisions.
(5) Compliance with the regulation is monitored by the Bursar and the Personal and Wage Office of the ICS.
(6) This regulation is made in Czech and English. In the event of any disputes as to the terms of this regulation the Czech version shall prevail.

(7) This regulation shall become valid as of the date of signature hereof.

(8) This regulation shall become effective as of 1 July 2022.

Annex: No. 1 – Job Characteristics

In Brno, on 29 June 2022

prof. RNDr. Luděk Matyska, CSc.
director

Annex no 1
Directive of Institute of Computer Science of Masaryk University No. 1/2022
"To implement some provisions of the Internal Wage Regulations of Masaryk University and the Masaryk University Directive No. 3/2018 Catalogue of Job Positions"

Basic common characteristics of jobs

Knowledge

JUNIOR (level 1)	Basic general knowledge of principles, processes and general concepts in the field. Factual and theoretical knowledge of tools, procedures and basic standards.
(level 2)	Advanced theoretical knowledge in the field. Integration of information from various sources. Ability to evaluate the relevance of basic technical information. Practical application.
SENIOR (level 3)	Top, highly specialized theoretical and practical knowledge in the field and in related and interdisciplinary fields. Integration of information from related fields as a basis for research or project.

Skills

JUNIOR (level 1)	Basic skills required to perform tasks and solve problems by selecting and using basic methods, tools, and information. Basic choice of work procedures and resources. Recognize the origin of the problem and determine its cause and effect. Submission of proposals for accident and defect removal. Use of theoretical and practical knowledge in solving issues in the field.
(level 2)	Mastering methods and tools in a complex and specialized field. Advanced application of work procedures and their possible modification as needed. Advanced practical skills and abilities to solve tasks for which established procedures are not available. Use of theoretical and practical knowledge and communication skills in solving issues at different levels. Quality evaluation of labor products and identifying the causes of failure and making proposals to increase productivity. Implementation of new proposals Presenting the results of one's work, or. entrusted section and short-term strategies in the field. Advocating innovation of recommended solutions.

SENIOR (level 3)	Highly advanced and specialized skills and techniques, including synthesis and assessment, required to address critical issues and redefine existing knowledge or expertise. Developing new skills in response to emerging knowledge and technical devices Use of existing and new knowledge from various fields. Innovation of used methods and determination of the method of implementation.

Additional factors

JUNIOR (level 1)	Supervised work. Routine, repetitive activities with slight variations. Quick acquisition of basic work activities. Adjusting one's behaviour to circumstances, while resolving issues. Responding to a change in the work process. Evaluate quality and take responsibility for the results of one's work.
(level 2)	Learning requires a gain of theoretical knowledge and ability to connect it with practice; a broader general overview and basic knowledge in related fields is needed. Evaluation of needed self-education to grow professionally. Search for information necessary to independently solve larger tasks. Take responsibility for performing specialized tasks. Perform and review routine professional activities that undergo unpredictable changes. Ability to work in a team; possibly lead a team of workers performing routine activities. Take responsibility for the task completion and one's work results, or those of one's subordinates.
SENIOR (level 3)	Learning requires a broad general overview and theoretical knowledge in the field; extensive knowledge in related fields is required. Solving issues associated with the application of extensive theoretical knowledge Solving non-standard and complex issues that require consideration of other factors beyond one's own expertise. Factually discuss problems in order to find a solution. Lead discussions, consider the proposed alternatives and take responsibility for the final decision. Develop new cutting-edge practices in the field, including research. Identify the needs for further education for oneself and/or one's subordinates. Frequent employment in highly professional, independent or managerial positions.

(1) Groups of IT work positions

Profile	Number of levels
IT Operator	3
IT Technician	3
IT Systems Engineer	3
IT Programmer	3
IT Specialist	3
IT Analyst	3
IT Architect	3

IT Operator Profile

Basic characteristics (subject of work)	The operator is a qualified worker of the first level of monitoring the core elements of the ICT infrastructure and informing about their status and providing basic service and information in connection with the operation of shared ICT resources, especially computer study rooms.
Basic work tasks	The basic activities of the OPERATOR profile include in particular: • Operational monitoring of core infrastructure elements • Management and monitoring of access to premises with ICT technology • Communication with users and / or technicians and providing information • Searching for and identifying malfunctions in supervised ICT technology • Other service tasks and operation of ICT equipment
Junior IT Operator	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Actively solving maintenance challenges. • Monitoring traffic in the entrusted area • Maintaining serviceability of assigned technology and communicating with users and/or technicians.

IT Operator	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Organization of work depending on assigned technology service. • Cooperation on the preparation, implementation and monitoring of the operation of entrusted ICT technology. Cooperation in the creation and processing of operational innovations aimed at improving the user accessibility of ICT technology • Keeping relevant documentation.
Professional skills requirements	The required professional skills also include in particular: • Ability to independently solve atypical problems of ICT technology operation • Management of the entry of authorized users into the premises, ensuring compliance with the relevant operating rules • Provides technical support to users • Overseeing the operation of the entrusted technology • Providing information to the public verbally and in writing directly in the computer rooms or through communication devices
Senior IT Operator	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Organization of work in the premises of shared ICT technology • Management and updating of information on the operation and operating rules of computer labs and other technology • Provides comprehensive information services and advice to users of shared ICT technology
Professional skills requirements	The required professional skills also include in particular: • Analysis and design of procedures in relation to the system and user environment of shared ICT resources • Providing a methodology for the operation of shared ICT technology

IT Technician Profile

Basic characteristics (subject of work)	An IT technician is a qualified worker who independently ensures the functioning of complete parts of hardware and their installation, including recovery to operating conditions and overseeing its operation.
Basic work tasks	The basic activities of the profile include in particular: • Hardware installation, recovery, configuration and commissioning • Software installation • Ensuring prevention and routine maintenance of complete hardware parts • Providing service of the selected hardware circuit • Keeping operational and technical documentation
Junior IT Technician	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Installation, diagnostics, prophylaxis, and repair of individual ICT equipment • Installation of basic software and its basic configuration. • Troubleshooting of failures and accidents of individual ICT devices
IT Technician	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Technical maintenance of computer systems and atypical computer equipment • Coordination of service and maintenance of hardware and other computer technology • Optimization of spare parts stocks and their coordination with suppliers • Keeping relevant documentation
Professional skills requirements	The required professional skills also include in particular: • Independent performance of technical administration and maintenance activities for large-scale computer systems • Design and completion of hardware studies and technical analyzes of complex information technology systems issues • Concentration and management of technical information to anticipate opportunities to improve ICT processes

Senior IT Technician	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Analysis of technical information to anticipate opportunities for improvement in the field of information technology • Optimization of the use of information technology, including system settings in terms of hardware-software binding • Design and completion of hardware studies and technical analyzes of complex information technology systems issues
Professional skills requirements	The required professional skills also include in particular: • Analysis and design of complex tasks in relation to the system and user environment of ICT resources • Comprehensive determination of goals of technical development depending on the conditions of software and system equipment and with regard to the users' needs • Management of the implementation of the proposed ICT tools, including harmonization with the user environment

IT Systems Engineer Profile

Basic characteristics (subject of work)	An IT engineer is a qualified worker who sets the parameters of operating systems, databases, network systems and other SW applications and computer systems and computer networks to ensure the functionality and security of their operation.
Basic work tasks	The basic activities of the IT ENGINEER profile include in particular: • Acceptance, verification, commissioning and setting of parameters of managed systems • Monitoring, diagnostics and optimization of the operation of entrusted systems and computer networks, defects and errors detection • Management of systems in terms of their anti-virus protection and security • Backup and system recovery • Managing on-call duties to ensure the systems functionality • Keeping and maintaining of relevant documentation

Junior IT Systems Engineer	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Standard installation, basic settings, diagnostics and prophylaxis of entrusted systems • Standard monitoring of operation and security of entrusted systems • Detection of errors in the operation of systems • Basic management of users of entrusted systems • Keeping and maintaining of assigned systems documentation
IT Systems Engineer	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Proposing development and innovation of system and software resources, ensuring the selection, testing, deployment and operation of suitable systems • Designing the effective use of operated systems • Determining methods of data protection and their backup

Professional skills requirements	The required professional skills also include in particular: • Independent management of complex systems entrusted to administration • Creating of a management plan for users of entrusted systems, including designing the level of access security • Proposals and design of expansions of the portfolio of managed systems and creating proposals for the innovation of existing ones • Management of testing and operability of entrusted operating systems and their components • Management and training of a team of system administrators • Keeping and maintaining relevant documentation of the operated systems structure
Senior IT Systems Engineer	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Design and implementation of methodology and technological standards for system maintenance and administration, including procedures for disaster recovery • Design and coordination of service and maintenance of entrusted systems • Resolving non-standard operating situations and their consultation with users and suppliers, identification of errors and defects • Providing consulting services and methodical management of system users and system administrators • System administrator training • Optimization of the operation of entrusted systems and related infrastructure

Professional skills requirements	The required professional skills also include in particular: • Independent implementation of system conceptual work associated with the expansion and implementation of systems and other means of computer technology • Design and development of software and hardware studies and analyzes of complex problems. • Optimization of systems performance and coordination of user access to its all components • Concentration and management of technical information to anticipate opportunities to improve data processing processes. • Comprehensive management and coordination of the most complex repairs

Programmer Profile

Basic characteristics (subject of work)	A programmer is a qualified worker who creates computer applications or their parts and cooperates in their testing and debugging.
Basic work tasks	The basic activities of the PROGRAMMER profile include in particular: • Creating analytical documentation of applications, including data and object structures and their links • Programming in the appropriate programming language based on analytical documentation. • Collaborating on creating application user interfaces based on user requirements • Collaborating on testing applications and tasks • Processing of documents for user documentation

Junior Programmer	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Creating local applications without additional links and under professional guidance. • Updating and maintenance of design and system tools (e.g. code lists, parametric modules). • Cooperation in creating user applications on the basis of processed project documentation

Programmer	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Creating analytical documentation of applications or partial application units, including data and object structures and defining their relationships • Programming in the appropriate programming language based on analytical documentation • Testing applications and tasks • Keeping system documentation of created code and documents for user documentation
Professional skills requirements	The required professional skills also include in particular: • Providing analysis of design tasks, including database designs • Testing and debugging of created applications within programming tools • Maintenance and optimization of created software and design documentation • Creating new modules and new versions • Implementation of special programs • Management of computer application implementation, including harmonization with the user environment
Senior Programmer	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Analysis of processes, legislative and technical conditions and user requirements • Based on system analysis of processes and user requirements, creating logical and structural diagrams of information systems and computer applications, including links with surrounding systems. • Designing of testing and debugging of complex program units and complex tasks • Editing system and user documentation

Professional skills requirements	The required professional skills also include in particular: • Analysis and design of complex tasks in relation to the system and user environment. • Management of the process of implementation of all legislative and methodological changes in user applications. • Ability to independently analyze and design complex applications, including database design and integration with existing systems • Independent design and drafting of computer application innovation in the context of the development of technical and system resources of computer technology • Ensuring system and data integrity of designed solutions • Providing methodology for information systems design

IT Specialist Profile

Basic characteristics (subject of work)	An IT specialist is a qualified employee who independently ensures the functioning of integrated parts and / or units of large-scale HW and SW systems supporting research groups and is a "technical non-academic researcher" from this point of view. The ability to think synthetically is required on all levels.
Basic work tasks	The basic activities of the IT SPECIALIST profile include in particular: • Creation, verification, application, and setting of parameters of managed systems or their parts • Monitoring, diagnostics and optimization of the operation of entrusted systems or their parts, detection of defects and errors • Providing prevention, routine maintenance, and servicing of entrusted systems or their parts • Management of systems in terms of their security • Backup and disaster recovery • Creating, keeping, and maintaining relevant documentation

Junior IT Specialist	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Installation, diagnostics, prophylaxis and repairs of individual ICT devices, programs and systems • Installation of relevant software and its basic configuration • Troubleshooting of individual ICT devices, programs and systems • Standard operation and safety monitoring of entrusted systems • Operation error detection • Basic user management of entrusted systems • Creating applications under professional guidance • Keeping and maintaining documentation of assigned systems
IT Specialist	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Technical maintenance of entrusted systems and equipment • Coordination of service and maintenance • Optimization of spare parts stocks and their coordination with suppliers • Design of development and innovation, ensuring selection, testing, deployment and operation of appropriate systems • Designing an efficient use of operated systems • Determining the methods of data protection and their backup • Programming in the relevant programming language based on analytical documentation, testing results • Keeping relevant documentation

Professional skills requirements	The required professional skills include in particular: • Independent management of complex systems entrusted t keeping • Designing and completion of hardware studies a technical analyses of solved problems • Proposing and designing extensions of the managed systems portfolio and making proposals to innovate the existing ones • Management of testing and operability of entrusted systems and their components • Managing and training of team members • Keeping and maintaining relevant documentation • Maintenance and optimization of the created software equipment and relevant design documentation • Ensuring the implementation of special requirements • Implementation of developed solutions, including its harmonization with the user environment
Senior IT Specialist	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Analyzing processes, legislative and technical conditions, and technical information to anticipate opportunities for improvement in the discussed area and user requirements • Optimization of the use of information technology, including system settings in terms of hardware-software binding • Designing and completing hardware studies and technical analyses of complex information technology systems issues • Coordination of service and maintenance of operated systems • Solution of non-standard operating situations and their consultation with users and suppliers, identification of errors and defects • Infrastructure modification planning, testing of new configurations and technologies • Keeping documentation of operational activities, resources, infrastructure, and processes of critical systems

Professional skills requirements	The required professional skills include in particular: • Analysis and design of complex tasks in relation to the system and user environment • Management of the implementation of the proposed ICT tools, including its harmonization with the user environment • Optimize systems performance and coordinate user access to all their components • Conducting prophylaxis and diagnostics, troubleshooting and component failures of operating systems • Troubleshooting of critical system components and accidents

IT Analyst Profile

Basic characteristics (subject of work)	An information technology analyst analyzes, documents and proposes the optimization (or improvement and automation) of processes in the context of information and communication technologies.
Basic work tasks	The basic activities of the Analyst profile include in particular: • The processing of logical and structural diagrams of applications • Creating data and object structures and defining their relationships • Creating a user interface for software applications based on user requirements • Creating analytical documentation • Processing of documents for user documentation

Junior IT Analyst	Basic qualification worker
Specific work tasks	none
Professional skills requirements	The required professional skills include in particular: • Understanding of analytical documentation and requirements • Ability to quickly orient oneself in business processes from the customer's field • Preparation of a report on the project and its presentation • Collaboration in training users of designed applications

IT Analyst	Worker with a higher qualification
Specific work tasks	Specific work activities also include in particular: • Preparation of documentation structures • Analysis, design, documentation, standardization and optimization of processes, including identification of critical points • User requirements analysis • Monitoring trends, standards and legal requirements • Information system quality management in the context of used standards
Professional skills requirements	The required professional skills include in particular: • Methodical goal setting • Implementation of consulting services and methodical management of application users • Creating a formal specification of software systems models • Creating an analytical and logical / physical model of the system • Use of methodology and tools for modeling information flows, interfaces, users (UML, CASE tools)
Senior IT Analyst	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Cooperation in the design and implementation of architecture (business model, supply chain, business processes, organizational structure, responsibilities / powers) • Cooperation in specifying the requirements of integration tasks • Cooperation in IS / ICT risk analysis, keeping documents for managing the continuity of the organization's activities in the event of an IS / ICT failure • Testing of proposed solutions
Professional skills requirements	The required professional skills include in particular: • Cooperation in the assessment of innovation and development processes of the organization within its overall management • Processing the impact of strategic plans and visions of information technology in the management of the organization's information systems • Orientation in IT legislation

IT Architect Profile

Basic characteristics (subject of work)	The information technology architect comprehensively determines the directions of technical development according to the conditions of software and system equipment and with regard to the needs of the organization.
Basic work tasks	The basic activities of the ARCHITECT profile include in particular: • Design and completion of studies and analyzes of problems of complex information technology systems • Analysis of processes, legislative and technical conditions and user requirements • Determining the work schedule in the area of management and development of information systems in the organization • Leading professional teams in the area of management and development of information systems in the organization • Ensuring optimal system settings in terms of hardware-software binding

Junior IT Architect	Basic qualification worker
Specific work tasks	Manages basic work activities under supervision.
Professional skills requirements	The required professional skills include in particular: • Processing parts of the concept of cooperation with other departments within the management and development of information systems in accordance with the needs of the organization to the specified extent • Cooperation on analyses of the information systems efficiency, their reliability and performance, and cooperation on the subsequent elimination of their shortcomings • Cooperation in the design and testing of procedures for increasing the efficiency of computer technology

IT Architect	Worker with a higher qualification
Specific work tasks	Manages basic work activities independently.
Professional skills requirements	The required professional skills include in particular: • Processing the concepts of cooperation with other departments within the management and development of information systems according to the needs of the organization • Analysis of the effectiveness of the information system, its reliability and performance, and subsequent elimination of shortcomings • Coordination of complex processes, including selection and optimization of procedures and solutions • Designing and testing of procedures for increasing the efficiency of computer technology
Senior IT Architect	Highly skilled worker
Specific work tasks	Specific work activities also include in particular: • Analysis and monitoring of development trends in the field of information technology • Processing new system requirements and company concepts in the field of management and development of information systems • Analysis of the information systems efficiency, their reliability and performance; determining the system development and setting the parameters of its optimal operation • Processing strategic plans and visions of information technologies within the management and function of the organization's information system
Professional skills requirements	The required professional skills include in particular: • Manages all performance requirements mentioned above in Architect, even the exceptional ones, independently.

(2) Library positions (beyond the standard library positions according to "MU Directive 13/2018" as amended)

Profile	Number of levels
Systems Librarian Profile	1
University Librarian Profile	1

According to Article 11, paragraph (1) (a) b) and Annex No. 6 of the MU Organizational Rules, the Department of Computer Science is the managing methodological workplace in the process area "Information Services" for the area "Library Services (ICS Library and Information Centre)

Systems Librarian	Worker with the highest qualification
Basic characteristics (subject of work)	The systems librarian performs demanding specialized work in the area of setting up the university's library system and the rules of its nominal and factual cataloguing, and systematically designs and coordinates cataloguing practice.
Specific work tasks	Specific work activities also include in particular: • Organizing the operation and library administration of the automated library system of the university, including cooperation with IT specialists, system supplier, etc. • Analysis and implementation of settings, updates, and changes in the automated library system according to the needs of the university and their libraries • Performing demanding specialized work in the field of nominal and factual cataloguing • Collaborating with the university librarian in a systematic design and coordination of the cataloguing practice • Coordinating the creation, control, and harmonization of the nominal and factual authorities within the university library system • Preparation of the concept and related methodological instructions and recommendations for the processing and access to e-resources and related activities • Monitoring of modern procedures, technologies, and professional standards in the field of library studies and information activities and, after consultation with the university librarian, their implementation in the university practice • After consultation with the university librarian, design and implementing of projects and collaboration on university-wide projects in the field of library studies
Professional skills requirements	The required professional skills include in particular: • Independent management of complex systems that were entrusted to one's administration • Management of testing and operability of entrusted systems and their components • Keeping and maintaining relevant documentation

University Librarian	Worker with the highest qualification, MU methodologist
Basic characteristics (subject of work)	The university librarian methodically manages the library system of Masaryk University in the field of library services and activities.
Specific work tasks	Specific work activities include in particular: • Being responsible for the creation and updating of the university-wide library strategy, coordination of its implementation while cooperating with the heads of MU faculty libraries • Based on the knowledge of national and international library standards, create a unified methodology and standards for library systems and processes at MU, including their implementation • Coordination of professional training and methodological assistance to MU librarians to fulfill the university methodology in the field of library services • Creating an analysis of the university's needs in the field of library services and information resources • Monitoring of international trends in library studies • Coordination of MU involvement in library projects • Taking part in the creation of national concepts, plans and programs within the framework of involvement in central library councils and commissions • Ensuring MU's cooperation with the National Library of the Czech Republic and other important libraries in fulfilling the national library concept and strategies of the libraries in the Czech Republic • Representing the university in national and international library associations and activities
Professional skills requirements	The required professional skills include in particular: • Library experience (at least 5 years) • Excellent theoretical and practical knowledge of national and international library norms, standards, methods and processes • Ability to quickly familiarize oneself with university processes • Understanding of analytical documentation and requirements • Project preparation and management, project report processing and presentation • Preparation and leading of library courses and training • Active knowledge of English • Organizational skills, diligence, independence, reliability, and communicative skills

(3) Open Science position

Profile	Number of levels
Open Science Manager Profile	1
Open Science Coordinator Profile	1
Open Science Methodologist Profile	1
Open Science Data Curator Profile	1

The profiles are defined with the view that after the adoption of the proposed material "MU Open Science Strategy for the period 2022-2028", the Institute of Computer Science will be the managing methodological site in this process area. In doing so:

a) Open Science Manager and Open Science Coordinator profiles are positions defined for ICS staff,

b) The profiles of the Open Science Methodologies and the Open Science Data Curator state the basic requirements for Open Science staff who provide direct support to researchers and other user groups at individual economic centres (EC) of the university.

(3)a **Open Science position at ICS**

Open Science Manager	worker with the highest qualification, MU methodologist
Basic characteristics (subject of work)	Methodically manages and is responsible for the development of MU in the field of Open Science (open communication of scientific results)
Specific work tasks	Specific work activities include in particular: • designs and is responsible for the strategic orientation of Open Science at the university • develops all components of Open Science at MU and coordinates the development of Open Science services throughout MU • fulfills and monitors the implementation of the MU Open Science Strategy • manages the team for Open Science at MU (Open Science Coordinators, Open Science Methodologists, Open Science Data Curators) • is a member of the university's advisory bodies on Open Science • is looking for new opportunities for the development of Open Science at MU and is preparing new projects in this area • provides international cooperation in the field of Open Science for MU
Professional skills requirements	none

Open Science Coordinator	Worker with the highest qualification
Basic characteristics (subject of work)	Works closely with the MU Open Science Manager in the development of services in a given area.
Specific work tasks	Specific work activities include in particular: • working closely with the MU Open Science Manager and the MU Open Science Implementation Group • addressing the needs of the MU Open Science Implementation Group in operational issues • ensuring the operation of the MU Open Access Fund • providing support for ORCID • providing support for token allocation within "APC dashboards" • managing and responsibility for the MU Open Science web presentation • coordinating educational activities in the field of Open Science at MU
Professional skills requirements	none

(3)b **Open Science position at EC - basic requirements**

Open Science Methodologist	Worker with a higher qualification
Basic characteristics (subject of work)	Provides targeted support to researchers and other user groups at EC in meeting their Open Science needs.
Specific work tasks	Specific work activities include in particular: • Providing support in order fulfill the university strategy of Open Science within the given EC • Providing support for authors in the field of open publishing (Open Access), all its forms (gold, green, platinum) • Providing support for EC staff in storing publications in the MU Repository and in its use • Providing support for project submitters and implementers to meet the grant requirements in the field of Open Science • Providing support for students (especially doctoral students) and young researchers • Providing support for science and research staff and project managers • Cooperating with other Open Science methodologies within the MU Open Science Implementation Group • Providing education and training in the field of Open Science at EC
Professional skills requirements	none

Open Science Data Curator	Worker with a higher qualification
Basic characteristics (subject of work)	Provides support in the area of management, storage, and access to research data for research groups in the given EC.
Specific work tasks	Specific work activities include in particular: • providing support in the field of research data management to groups and users according to the principles of Open / FAIR Data and industry standards • creating concepts for protection, storage and controlled access to research data according to the needs of professional communities • cooperation with the Open Science Manager in the development of unified services in the field of data management and the fulfillment of the university's Open Science strategy • participation in the implementation of European Open Science Cloud (EOSC) activities in the MU environment • collaboration with the research teams in the field of Data Management Planning (DMP) and Assignment of Interoperable Identifiers (DOI) for data • analyses of the research community need for research data management • participation in the operation of the MU Data Repository • cooperation with the e-infrastructure at the university and national level to meet the data needs of the tended community
Professional skills requirements	none

(4) IT managerial positions

Profile	Number of levels
IT Projects Manager Profile	2

Manager Profile

Basic characteristics (subject of work)	The manager is a qualified employee who achieves the set goals by managing the assigned team and taking care of its members.
Basic work tasks	The basic activities of the MANAGER profile include in particular: • ensuring the fulfillment of the entrusted strategy and goals through its team, • maintaining and improving the potential of the assigned team in the area of assigned tasks. Also: • planning, distribution, management, controlling and evaluating the work of team members, • motivating them to achieve the set goals, • overseeing compliance with quality requirements • reporting on the status of tasks.

The Manager profile is opened to experts from one of the other professional profiles; at the Institute of Computer Science, these are mainly profiles of IT expertise. To progress into the managerial position, one must develop one's knowledge and skills in the field of team management and administration, including attention to professional development and motivation to achieve the set goals.

IT Project Manager Subprofile

IT Project Manager	Worker with a higher qualification
Basic characteristics (subject of work)	The IT project manager is a qualified employee who manages larger projects of a team mostly composed of employees of one of the ICS divisions.

Specific work tasks	The profile activities include in particular: • assembling, leading, and managing of a project team. • project management in all its phases - initialization, planning, implementation, monitoring and reporting; output presentation, evaluation and conclusion according to the Institute's methodology, • coordination of work procedures and continuity of activities in individual tasks, • project communication management, support and motivation of project members for effective performance, • management of all available resources in the project, • managing project changes • overseeing the compliance with the work schedule, project outputs and their acceptance by all parties involved.
Professional skills requirements	The required professional skills include in particular: • team management, • team communication, • planning, • risk management, • negotiation and coaching, • task management, • capacity management.

Senior IT Project Manager	Highly qualified worker
Basic characteristics (subject of work)	The IT project manager senior is a qualified employee who manages complex projects of a team composed of employees of several ICS divisions and external sites.
Specific work tasks	Specific work activities also include in particular: • determining the ways of mutual cooperation within the team and ensuring the necessary cooperation with the team members from other departments.
Professional skills requirements	The required professional skills also include in particular: • communication and with the representatives of other services and negotiating cooperation • close cooperation with other running projects.

Note:
The Chief Project Officer (CPO) is a staff member appointed as a "Head of the Virtual Department of IT Project Managers"