

Florence, 2 December 2026

VACANCY NOTICE

DIGILAB and Data Steward Senior Officer

Position Title: Officer for DIGILAB and Data Steward

Grade: Senior Officer

Location: E-RIHS Central Hub, Florence

Contract Type: Full-time employee contract (36 hours per week), tenure-track position

Duration: 1 year, with possibility of a permanent contract, following assessment

Employer: E-RIHS ERIC (European Research Infrastructure for Heritage Science) is a pan-European Research Infrastructure Consortium (<https://www.e-rihs.eu>) that advances heritage science through research and development, integrated access to laboratory and mobile facilities, archival resources, digital services, and expertise, as well as specialised high-quality training. Its mission is to promote knowledge, conservation, sustainable use, and appreciation of heritage through interdisciplinary research, innovation, capacity building and international cooperation. The Central Hub, based in Florence (Italy), coordinates activities across the distributed infrastructure of National Nodes throughout Europe.

Gross Annual Salary: €59.100, paid over 13 monthly instalments

Expected Starting Date: 2 March 2026 (the exact date will be agreed with the successful candidate based on mutual availability and organisational needs)

Reports to: Director General of E-RIHS ERIC

Application Deadline: 8 January 2026

JOB DESCRIPTION

Position Overview: The Senior Officer for DIGILAB and Data Steward will lead the development, implementation, and coordination of DIGILAB, the digital platform of E-RIHS. The selected candidate will be responsible for managing data lifecycle strategies, ensuring interoperability with physical platforms (ARCHLAB, FIXLAB, MOLAB), and coordinating digital services within E-RIHS ERIC and with relevant European initiatives. The position combines advanced responsibilities in data stewardship with strategic oversight of digital infrastructure, supporting the creation of a FAIR, interoperable knowledge base, and semantically enriched digital ecosystem for heritage science. The role is central

E-RIHS ERIC | Central Hub

Manifattura Tabacchi

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to the integration of the E-RIHS physical and digital research services and will ensure quality and research and innovation in the advancement of heritage science data and services.

Main Responsibilities

- Develop and manage the architecture and implementation of DIGILAB, coordinating its roadmap, tools, and workflows, in alignment with E-RIHS strategy.
- Coordinate the full digital data lifecycle, including acquisition, curation, semantic enrichment, metadata standards, FAIRification, access, reuse, and long-term preservation.
- Serve as primary liaison between the Central Hub and National Nodes on digital infrastructure and data governance.
- Integrate digital services with ARCHLAB, FIXLAB, MOLAB and with National Nodes.
- Oversee the integration of digital services with FIXLAB, MOLAB, and ARCHLAB, ensuring interoperability and alignment with the European Open Science Cloud (EOSC) and European Cultural Heritage Cloud (ECCCH) frameworks.
- Design and maintain the DIGILAB knowledge base, ensuring alignment with FAIR and EOSC standards.
- Ensure implementation of data management policies, including compliance with GDPR and open science best practices.
- Facilitate community engagement and training activities via the HS Academy in digital methods and tools.
- Contribute to DIGILAB participation in European-level collaboration with other research infrastructures or relevant initiatives, and represent E-RIHS in strategic forums and consortia.

CANDIDATE PROFILE

Requirements

- Master's degree in archaeology, architecture, cultural studies, cultural heritage, digital humanities, heritage science, computer science or other disciplines demonstrably relevant to the role.
- At least 5 years of relevant experience in digital infrastructures or data services in cultural heritage domain.
- Excellent working knowledge of English.

Qualifications and Technical Skills

- Proven expertise in the application of ontologies, semantic modelling, and knowledge representation in the domain of cultural heritage.
- Experience in designing and implementing semantic workflows and metadata structures aligned with FAIR principles in the domain of cultural heritage.
- Familiarity with conceptual models and semantic standards for cultural heritage data integration (e.g., CIDOC CRM).
- Experience with collaborative digital environments (VREs), research workflows, and user interaction design with heritage data services.
- Ability to work with data-related processes across multidisciplinary teams in the field of cultural heritage.

Expected Soft Skills

- Capacity to engage and collaborate effectively with diverse communities of practice (e.g., researchers and professionals) in heritage contexts.
- Proactive and self-motivated attitude, with capacity to work independently and deliver high-quality results.
- Analytical, planning, and problem-solving skills, with flexibility and adaptability in dynamic work environments.
- Organisational skills, teamwork-oriented aptitude, with ability to work constructively with colleagues and external partners and service providers.
- Interpersonal skills and ability to work in an international, multicultural environment.

EMPLOYMENT CONDITIONS

- Employment under the Italian National Collective Labour Agreement for Education and Research (CCNL “Istruzione e Ricerca”), Level II
- The contract includes full social security coverage, paid annual leave, severance pay accrual, and seniority benefits, in accordance with Italian labour regulations
- The office is located at the E-RIHS Central Hub, Manifattura Tabacchi, via delle Cascine 35, 50144 Firenze, Italy
- A minimum on-site presence of 15 working days per month is required at the E-RIHS Central Hub; remaining working days may be remote, subject to approval by the Director General and in line with institutional needs
- Occasional national and international travel and flexible working hours may be required

APPLICATION PROCEDURES

Applications must be submitted in English and include the following documents:

- Motivation letter
- Curriculum Vitae
- Signed declaration certifying:
 - compliance with the requirements listed in the vacancy notice;
 - absence of incompatibility situations;
 - absence of criminal convictions or preventive measures;
 - truthfulness of the information provided and commitment to notify any changes.
- Authorization for the processing of personal data in accordance with Regulation (EU) 2016/679 (GDPR) (can be included in the signed declaration)

Applications must be sent by email to: co@e-rihs.eu

Deadline: 8 January 2026

Incomplete or late applications will not be considered.

SELECTION PROCESS

All applications will be evaluated by a Selection Committee.

The process includes:

- Evaluation of CV
- Interview to assess competencies, experience, and soft skills relevant to the role

Shortlisted candidates will be notified at least 10 days in advance of the interview (*conducted in English and remotely*).

The selection procedure is carried out in full respect for the principles of merit, transparency, and equal treatment.

Candidates will be individually informed of the outcome at the end of the process.

Further details are available in the [E-RIHS ERIC Recruitment Procedures](#).

EQUAL OPPORTUNITIES POLICY

E-RIHS ERIC is an equal opportunities employer. It is committed to employment policies, procedures and practices that do not discriminate on the basis of gender, age, health, disability, ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union or political activity, or any other comparable circumstance.

In case of any questions, please contact Dr Elisabetta Andreassi, co@e-rihs.eu

DECLARATION OF ELIGIBILITY AND COMPLIANCE

TEMPLATE

I, the undersigned,

Applying for the position of **DIGILAB and Data Steward**

Name and Surname:

Date and Place of Birth:

Nationality:

Email Address:

hereby declare:

1. That I meet all the eligibility requirements and possess the qualifications and experience listed in the vacancy.
2. That, to the best of my knowledge, I am not in any situation of incompatibility, including:
 - personal, financial, or professional conflicts of interest related to this position;
 - legal or administrative restrictions that may affect my eligibility to be employed by E-RIHS ERIC.
3. That I have not been convicted of any criminal offence, and I am not subject to any ongoing criminal proceedings or preventive measures.
4. That all information provided in my CV and application is true and accurate, and I commit to informing E-RIHS ERIC of any relevant changes.
5. That I authorize the processing of my personal data in accordance with EU Regulation 2016/679 (GDPR), for the purposes of this recruitment process.

Date:

Place:

Signature: _____