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## Deliverable 1.1

### Mobility web portal for European Transport research

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## Control Sheet

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## Abbreviations

Abbreviation	Meaning
RSS	Really Simple Syndication [1]
CMS	Content Management System [1]

## Definitions

Term	Definition
RSS	<b>RSS</b> is a family of Web feed formats used to publish frequently updated content such as blog entries, news headlines or podcasts. An RSS document, which is called a "feed," "web feed," or "channel," contains either a summary of content from an associated website or the full text. RSS makes it possible for people to keep up with their favourite websites in an automated manner that is easier than checking them manually. [1]
CMS	A <b>content management system (CMS)</b> is the collection of procedures used to manage work flow in a collaborative environment. These procedures can be manual or computer-based. [1]
Front end and back end	<b>Front end</b> and <b>back end</b> are generalised terms that refer to the initial and end stages of a process. The front end is responsible for collecting input in various forms from the user and processing it to conform to a specification the back end can use. The front end is an interface between the user and the back end. [1]

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## **Executive Summary**

In order to enhance researcher mobility in Europe, research organisations need to make a strong commitment to open part of their positions to trans-national mobility and give centralised access to these job opportunity advertisements to all students and researchers working in transport.

DETRA has implemented a dedicated mobility web portal to European Transport research. This new tool aims at gathering PhD, post-doctoral and researcher positions from the member organisations of the seven European entities of DETRA.

As a second step, DETRA intends to open the publication of job offers up to any European university, research laboratory, and enterprise working in the transport area.

The web portal has been optimised to facilitate the uploading of job advertisements by employers and the search of open positions with keywords by students and researchers. Automatic alerts are offered to subscribers. The moderation and the maintenance of the web portal have been optimised to favour its sustainability after the project lifetime. Efforts have been made to improve the search engine optimisation in order to attract people from research engines (Google...) and to make the web portal accessible from all relevant websites. Dissemination actions towards the European transport research community will allow any organisation, researcher and student to be fully aware of the existence of this web portal and its functionalities and interests.

The objective of this task is to offer to the European transport research community with this mobility web portal a key tool for favouring trans-national mobility.

## 1 Introduction

The main scope of DETRA WP1 is to take part in the building up of a new generation of transport researchers in the European Union and its Associated States by increasing their skills, improving their employability and favouring their trans-national mobility in a multicultural and multidisciplinary context.

Within DETRA WP1, the aim of Task 1.4 is to implement practical actions to favour the mobility of researchers in the domain of transport research. More precisely, the task aims to:

- encourage the DETRA partners and their member associations to commit themselves to opening part of their job positions up to transnational mobility;
- support them in widely disseminating the advertisements of these job opportunities to recruit highly-skilled students and researchers.

The operational outcomes of Task 1.4 are to offer to the European transport research community a mobility web portal providing centralised access to the PhD, post-doctoral, researcher and professor positions.

First ideas to allow the web portal to be sustainable after the end of the project have been set out, but they need to be further explored.

Lastly, dissemination actions towards the European transport research community will be carried out so that any organisation, researcher and student will fully be aware of the existence of this web portal and its functionalities and interests.

The objective of Deliverable D1.1 of DETRA is to present the mobility portal as it has been developed.

## 2 Scope of the mobility portal and target users

The mobility portal consists of a **website of job announcements** open to transnational mobility for European research(ers) in transport.

The job offers focus on **scientific employment**. The offers concern **PhD, Post-doctoral, researcher- and senior researcher- and professor-positions**. The proposed contracts can be **permanent/ fixed-term** and **part-time / full-time positions**. In a second step, the job offers can be broadened to technical and administrative employment in European transport research organisations and also to training period offers for students.

The job offers are classified according to job categories, contract modes, scientific disciplines and research domains to ease the consultation of positions by job seekers. The challenge is to cover all topics of interest covered by the DETRA partners. The glossary of the International Transport Research Documentation (ITRD) database has been used as the basis for coding disciplines and research domains.

Two categories of users of the mobility portal have been identified:

- the job providers ;
- the job seekers.

**The “job providers” target** is the seven European entities of DETRA, the research institutes and universities members of these entities (approx. 115) and their researchers.

**The “job seekers” targeted are** all students and researchers looking for a position in a European transport research organisation and motivated by transnational mobility.

## 3 Functional specification of the portal

### 3.1 General principle of the mobility portal

The web portal has been optimised to facilitate the uploading of job advertisements by employers and the search for open positions with keywords by students and researchers. Automatic alerts via RSS are offered to subscribers.

In order to speed up the development process and guarantee long term sustainability, the web portal has been developed using the Typo 3 CMS (Content Management System) which is a powerful and scalable CMS. The selection of this CMS has been done according to the functional needs of the web portal.

### 3.2 Structure of the mobility portal

The structure of the web site is composed of two main sections: a section dedicated to job seekers and a section dedicated to job providers.

Job seekers and job providers have access to a specific private area with dedicated features that are relevant to their activity. The site is also composed of two other sections, the home page and the RSS feeds.

The web portal also has a back-end that is used by the webmaster and moderators to manage the information and validate the posted job offers.



Figure 1 Web portal welcome page

### 3.3 Section for job provider

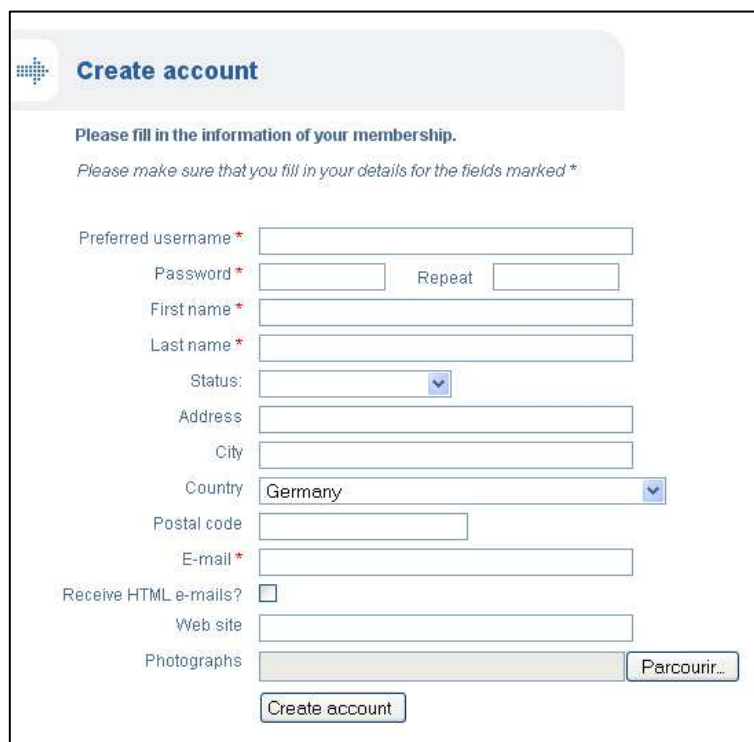
The welcome page for job providers is composed of five parts:

- Welcome
- Login
- Search positions
- Latest list of CVs
- Subscription to RSS feed



**Figure 2 Welcome page for job providers**

Each institution that is a member of one of the DETRA partners has the possibility to register to publish its job offers via a front-end registration form, by selecting the “create account” menu, allowing them to arrive to an online registration form.



The screenshot shows the 'Create account' registration form. The form is titled 'Create account' and includes the instruction: 'Please fill in the information of your membership. Please make sure that you fill in your details for the fields marked \*'. The form fields are: 'Preferred username \*', 'Password \*' (with a 'Repeat' field), 'First name \*', 'Last name \*', 'Status:' (with a dropdown menu), 'Address', 'City', 'Country' (with a dropdown menu showing 'Germany'), 'Postal code', 'E-mail \*', 'Receive HTML e-mails?' (with a checkbox), 'Web site', and 'Photographs' (with a 'Parcourir...' button). A 'Create account' button is located at the bottom of the form.



**Figure 3 Online registration form for job providers**

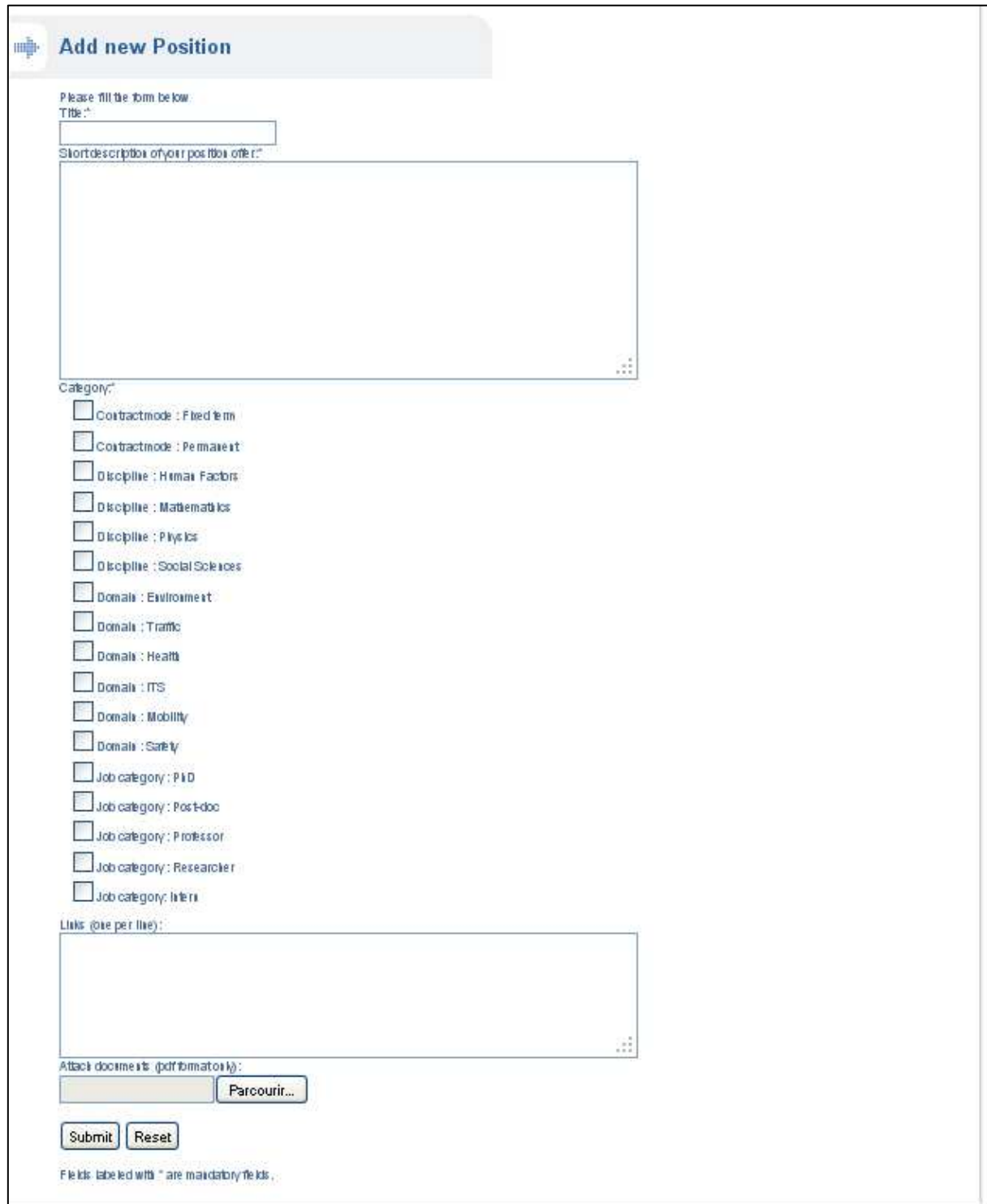
Once logged in, a new menu appears allowing the possibility to “Publish a new Position Offer”, “Edit your Position offers” and “Edit your profile”.



**Figure 4 Log in page for job providers**

The publication of new job offer can be made via a simple form. Once filled in, the job offer is automatically sent to the web portal administration who will verify its legitimacy to appear on the web portal and then authorise its publication. The criteria to be taken into account for the publication of a job offer will be the following:

- job offer belonging to transport domain
- job provider belonging to DETRA partners and associated members



**Add new Position**

Please fill the form below:

Title \*

Short description of your position offer \*

Category:

- Contract mode : Fixed term
- Contract mode : Permanent
- Discipline : Human Factors
- Discipline : Mathematics
- Discipline : Physics
- Discipline : Social Sciences
- Domain : Environment
- Domain : Traffic
- Domain : Health
- Domain : ITS
- Domain : Mobility
- Domain : Safety
- Job category : PhD
- Job category : Post-doc
- Job category : Professor
- Job category : Researcher
- Job category : Intern

Links (one per line):

Attach documents (pdf format only):

Parcourir...

Submit Reset

Fields labeled with \* are mandatory fields.

**Figure 5 Job offer form**

Once validated, the job offer will automatically appear in the list of job offers.

The jobs offer will then be published on the mobility portal during a given period selected by the job provider. Job offers will appear on the web portal by chronological order and seekers will have the possibility to use filters by job category, contract mode, scientific discipline and research domain.

The job provider also has the possibility to see the complete list of published CVs as well as use filters allowing them to see only the CVs in a given category or use the search tool by keyword.

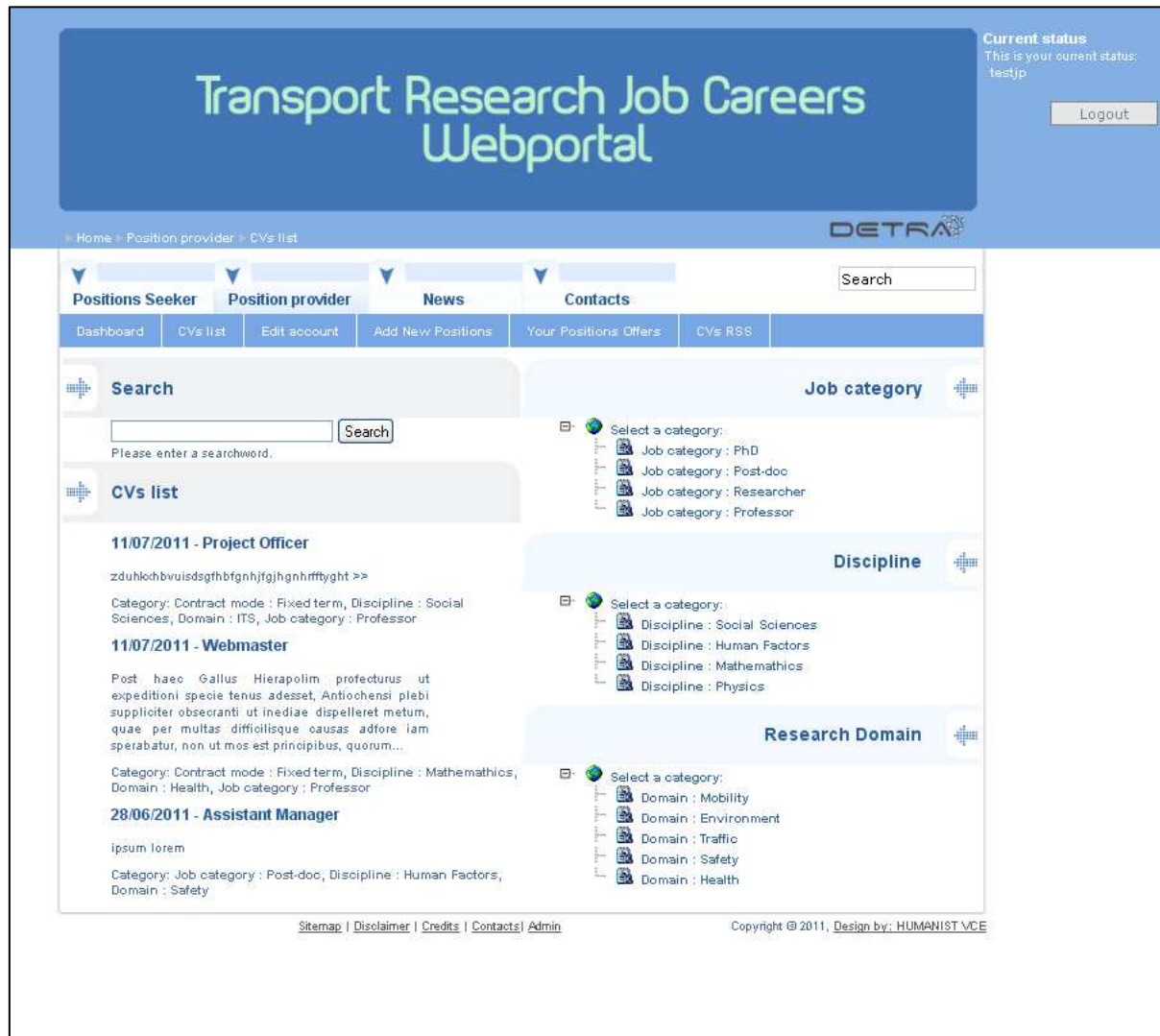
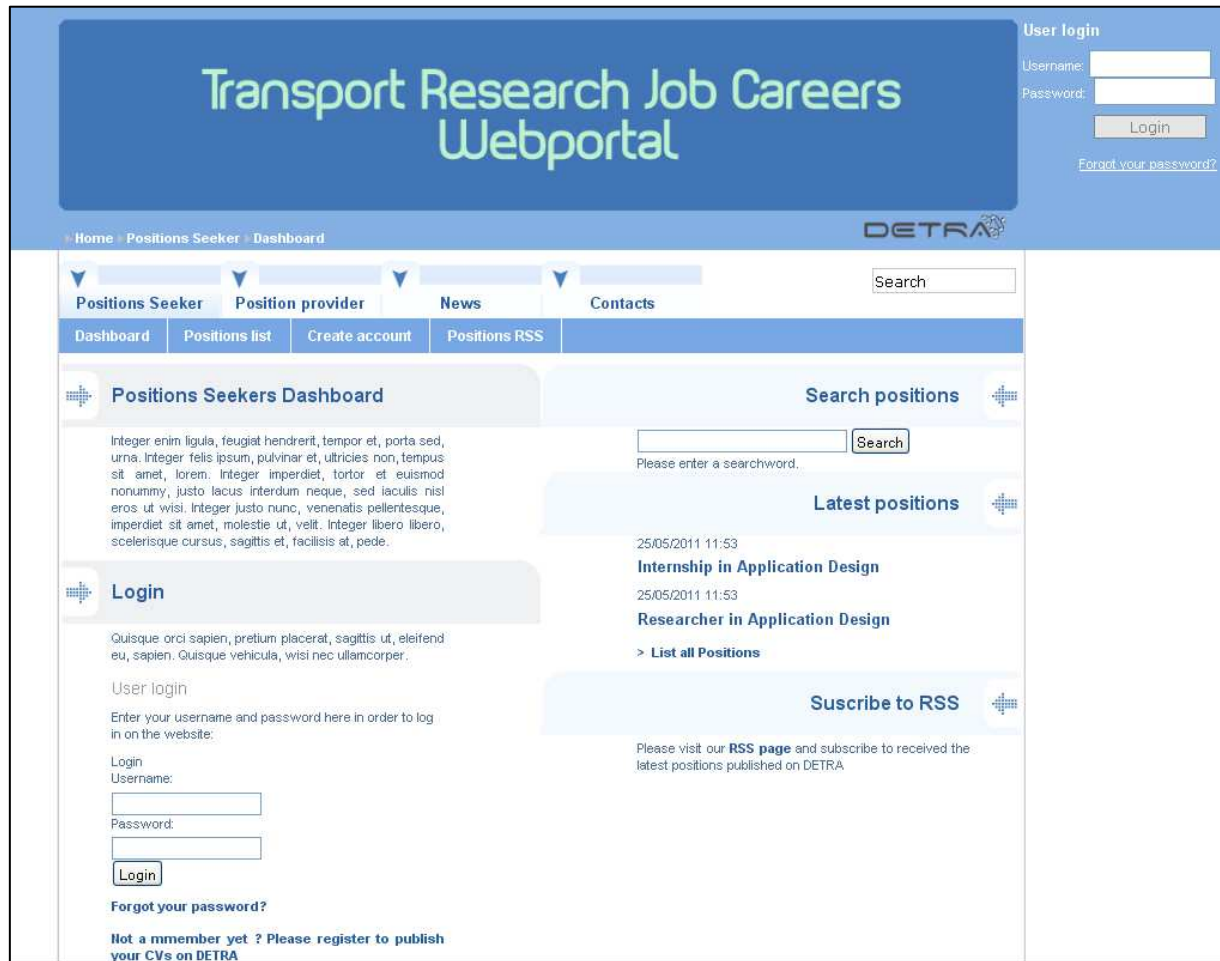


Figure 6 Page showing list of CVs for job providers

### 3.4 Section for job seekers

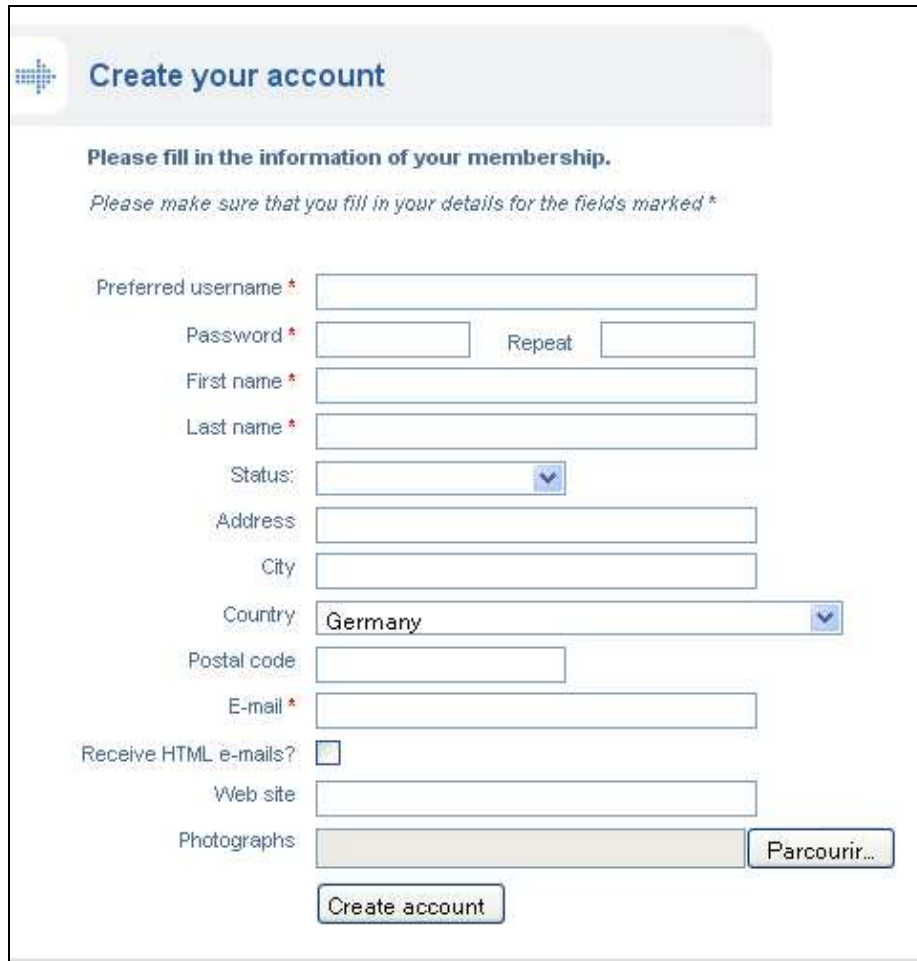
The welcome page for job seekers is composed of five parts:

- Welcome
- Login
- Search positions
- Latest list of CVs
- Subscription to RSS feed



**Figure 7 Welcome page for job seekers**

Each job seeker has the possibility to register in order to publish his/her CV via a front-end registration form, by selecting the “create account” menu, allowing him/her to arrive on an online registration form.



**Create your account**

**Please fill in the information of your membership.**

*Please make sure that you fill in your details for the fields marked \**

Preferred username \*

Password \*  Repeat

First name \*

Last name \*

Status:

Address

City

Country

Postal code

E-mail \*

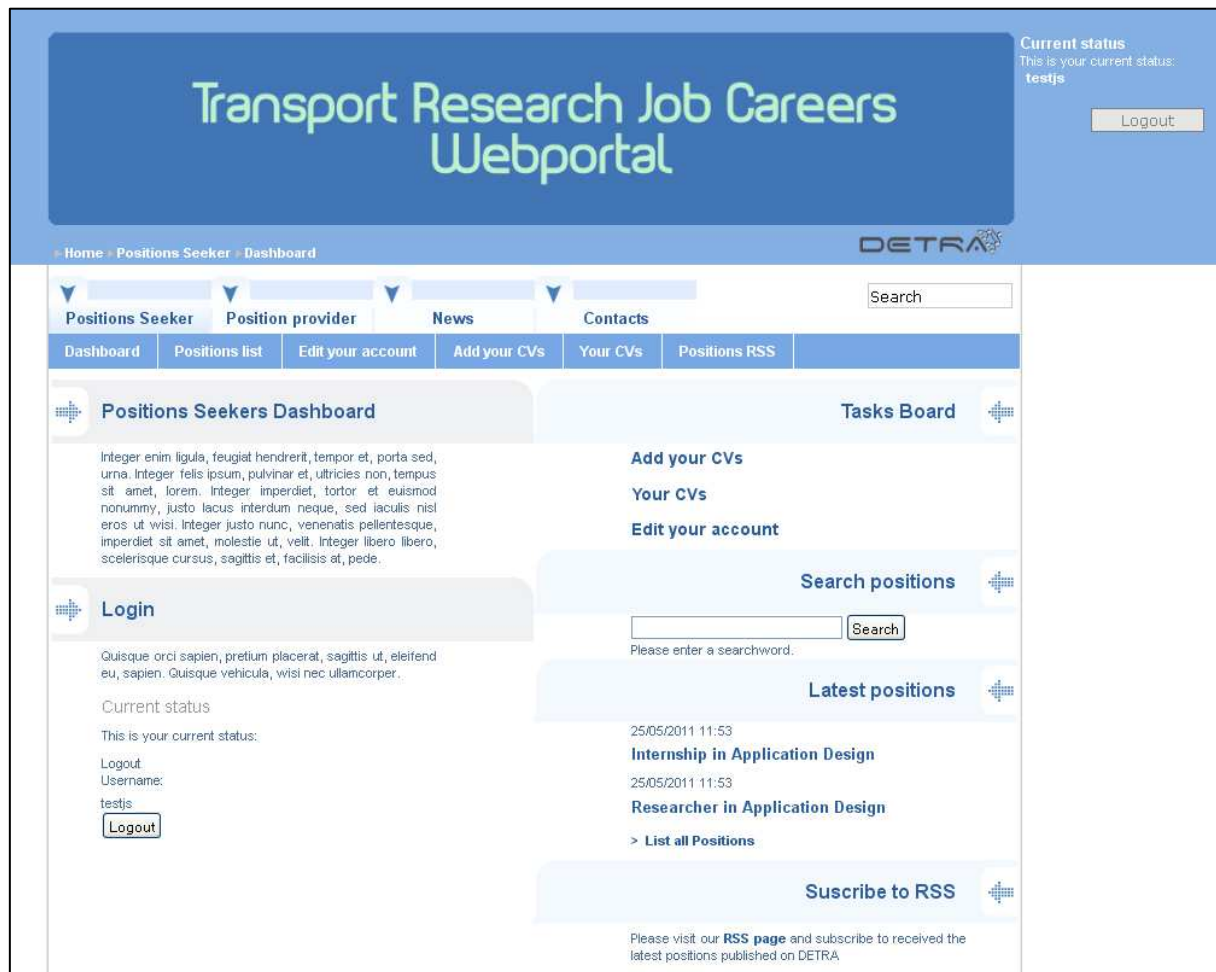
Receive HTML e-mails?

Web site

Photographs

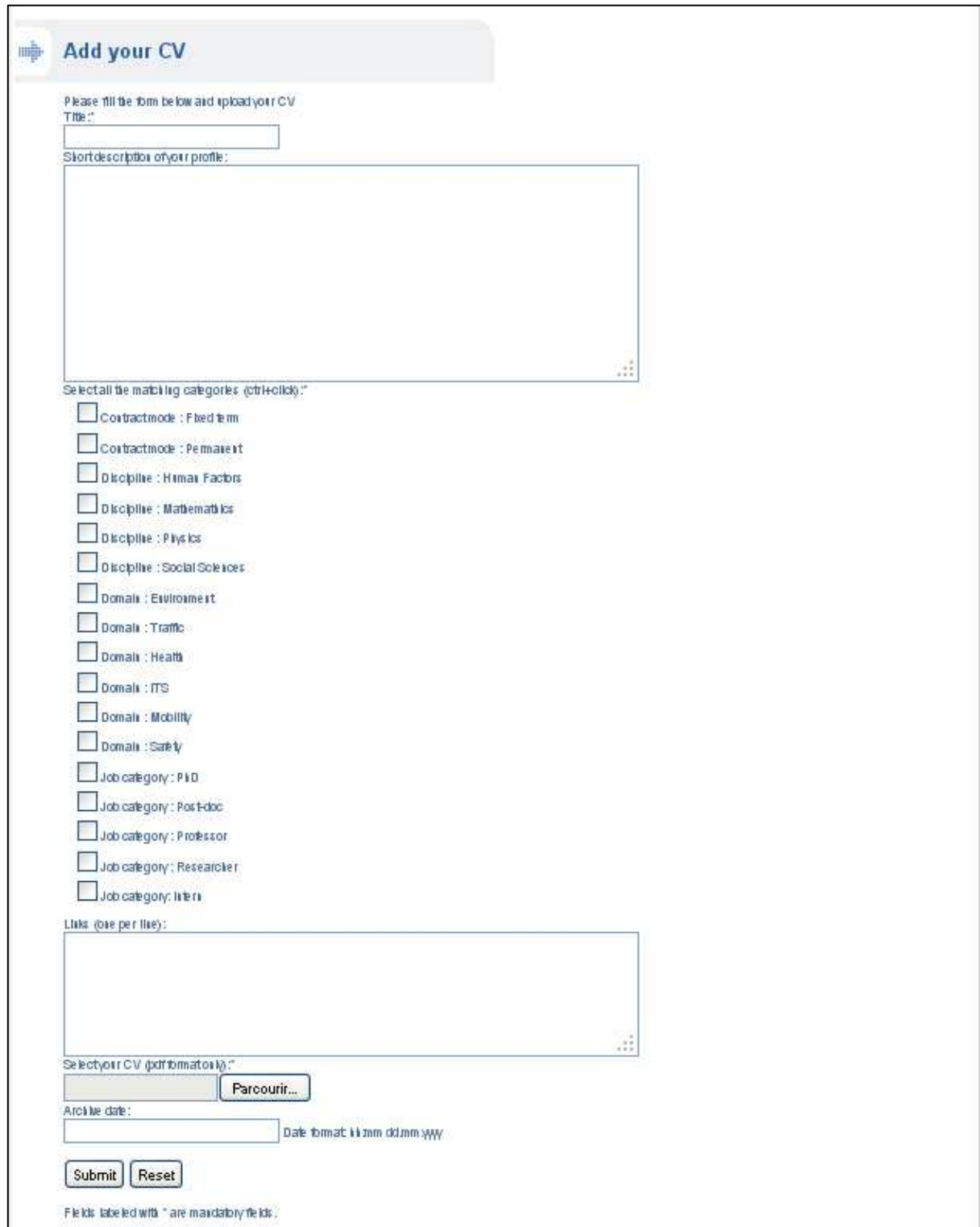
**Figure 8 Online registration form for job seekers**

Once logged in a new menu appears, allowing the possibility to “Add your CVs”, “Your CVs”, “Edit your account”.



**Figure 9** Log in page for job seekers

The publication of new CVs can be made via a simple form. Once filled in, the CV is automatically sent to the web portal administration who will verify its legitimacy to appear on the web portal and then authorise its publication.



The screenshot shows a web form titled "Add your CV". At the top left, there is a small logo and the title "Add your CV". Below the title, a grey banner contains the instruction "Please fill the form below and upload your CV". The form consists of several sections: 1. "Title:" with a text input field. 2. "Short description of your profile:" with a large text area. 3. "Select all the matching categories (ctrl+click):" followed by a list of 18 checkboxes with labels: Contract mode: Fixed term, Contract mode: Permanent, Discipline: Human Factors, Discipline: Mathematics, Discipline: Physics, Discipline: Social Sciences, Domain: Environment, Domain: Traffic, Domain: Health, Domain: ITS, Domain: Mobility, Domain: Safety, Job category: PhD, Job category: Post-doc, Job category: Professor, Job category: Researcher, and Job category: Intern. 4. "Links (one per line):" with a text area. 5. "Select your CV (pdf format only):" with a file input field and a "Parcourir..." button. 6. "Archive date:" with a date input field and the text "Date format: dd/mm/yyyy". 7. "Submit" and "Reset" buttons. At the bottom, a note states "Fields labeled with \* are mandatory fields."

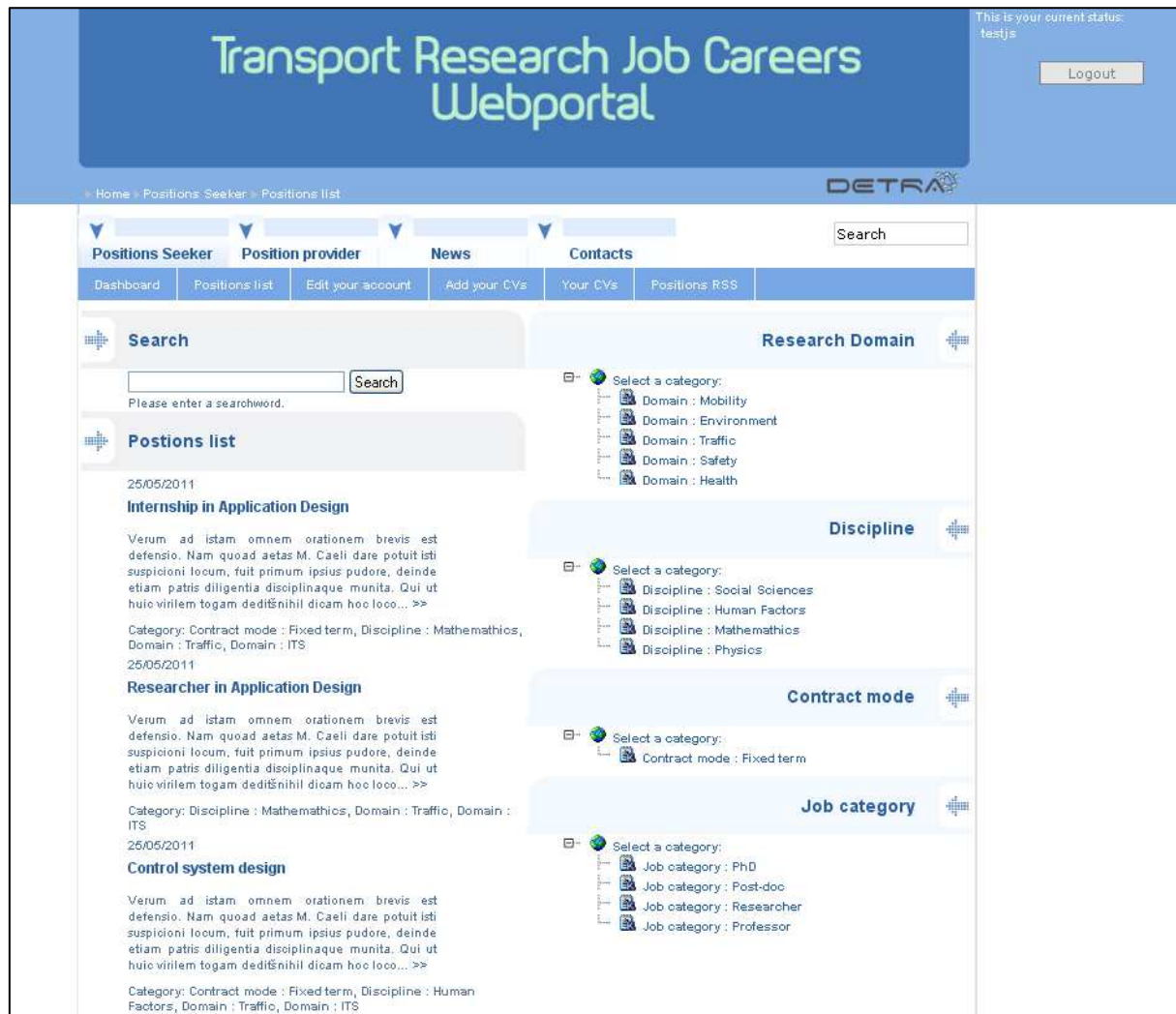
**Figure 10 CV form**

Once validated, the CV will automatically appear in the list of job offers.

The CVs will then be published on the mobility portal during a given period selected by the job seeker. CVs will appear on the web portal by chronological order and job providers will have the possibility to use filters by job category, contract mode, scientific discipline and research domain.



The job seeker also has the possibility to see the complete list of published job offers as well as use filters allowing them to see only the jobs in a given category or use the search tool by keyword.

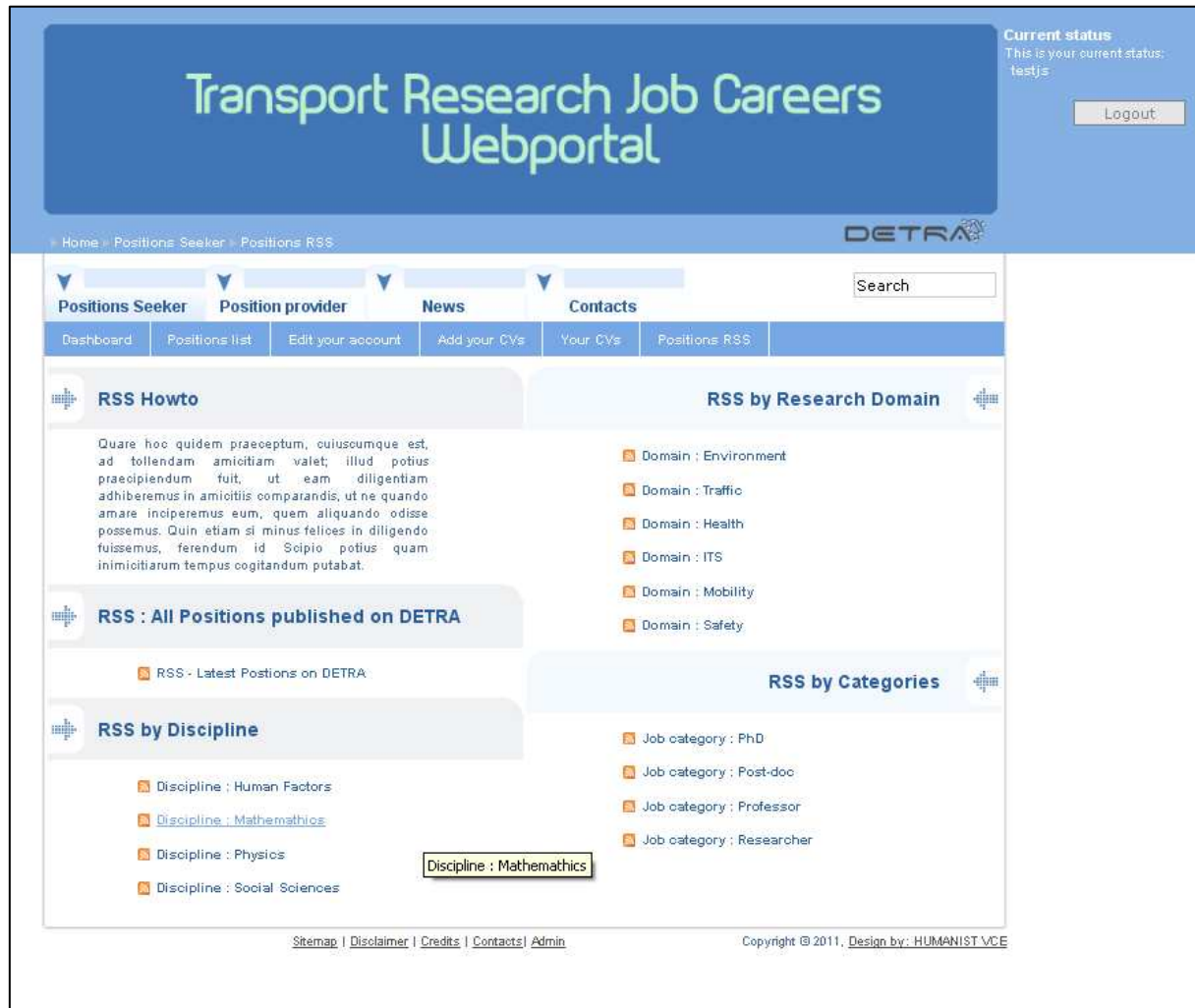


**Figure 11 Jobs list page for job seekers**

### 3.5 RSS Feeds

A specific page proposing different RSS feeds offers the possibility to follow the news published on the website. The RSS feeds refer to the latest positions and the latest CVs by discipline, domain and category. These RSS feeds are offered to both job seekers and providers.





The screenshot displays the 'Transport Research Job Careers Webportal' interface. At the top, a blue header contains the site title and a 'Logout' button. Below the header, a navigation bar includes links for 'Home', 'Positions Seeker', and 'Positions RSS'. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections:

- Positions Seeker**: Includes links for 'Dashboard', 'Positions list', 'Edit your account', 'Add your CVs', 'Your CVs', and 'Positions RSS'.
- RSS Howto**: A section with a Latin quote: "Quare hoc quidem praeceptum, cuiuscumque est, ad tollendam amicitiam valet; illud potius praeicipiendum fuit, ut eam diligentiam adhiberemus in amicitis comparandis, ut ne quando amare inciperemus eum, quem aliquando odisse possemus. Quin etiam si minus felices in diligendo fuisset, ferendum id Scipio potius quam inimicitiarum tempus cogitandum putabat."
- RSS by Research Domain**: A list of domains with checkboxes:
  - Domain : Environment
  - Domain : Traffic
  - Domain : Health
  - Domain : ITS
  - Domain : Mobility
  - Domain : Safety
- RSS : All Positions published on DETRA**: A section with a checkbox for 'RSS - Latest Postions on DETRA'.
- RSS by Discipline**: A list of disciplines with checkboxes:
  - Discipline : Human Factors
  - Discipline : Mathematics
  - Discipline : Physics
  - Discipline : Social Sciences
- RSS by Categories**: A list of job categories with checkboxes:
  - Job category : PhD
  - Job category : Post-doc
  - Job category : Professor
  - Job category : Researcher

At the bottom of the page, there are links for 'Sitemap', 'Disclaimer', 'Credits', 'Contacts', and 'Admin', along with the copyright notice 'Copyright © 2011, Design by: HUMANIST.VCE'. A red box highlights the 'Discipline : Mathematics' link in the 'RSS by Discipline' section.

**Figure 12** RSS feeds for job seekers



**Figure 13** RSS feeds for job providers

### 3.6 Role of the portal moderator

The website moderator is in charge of the update of the mobility portal. He/she has a moderation role for the publication of job offers and the registration of the mobility portal users.

His/her main activities include:

- The management of the registrations of the research institutes.
- The management of individual registrations by job providers.
- The moderation of the publication of job offers to check that the position concerns the transport research (or -related) domain.
- The management of the job seeker registrations including the update of the mailing list.
- The moderation of the publication of the job-seekers CVs to check that they are related to the transport research (or -related) domain.
- The publication of different statistics on the mobility portal (number of job offers published since the website opened, number of current job offers, number of website consultations per day, number of affiliated research organisations registered, number of job seekers registered in the mailing list),
- The management of the information e-mails sent to the mailing list.

### 3.7 General comment

Functional specifications can be subject to small changes during the lifetime of the web portal – changes linked to technical possibilities / constraints and the development of Typo3 (i.e. new versions of the current application).

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## 4 Dissemination strategies

### 4.1 Domain name

Domain name of the website:

- <http://www.transport-research-job-careers.eu>

The domain name was reserved by ECTRI in June 2011.

Tagline:

- Promoting mobility in transport research and related domains

### 4.2 Search engine optimisation

Efforts have been made to improve the search engine optimisation in order to attract people from research engines (Google...) and make the web portal accessible from all relevant websites.

To increase the referencing of the website, the mobility portal includes text pages presenting the “raison d’être” of the mobility portal, the added value of transnational mobility for the career of a researcher and the main characteristics of the transport research domain such as the diversity of scientific employment or the importance of innovation in transport developments.

### 4.3 Planned communication actions

Dissemination actions towards the European transport research community will allow any organisation, researcher and student to be fully aware of the existence of this web portal and its functionalities and interest.

A first set of communication actions will be directed towards the DETRA partners (which represent altogether more than 100 research organisations) as follows:

- announcement of the portal launch by e-mail to all DETRA partner mailing lists
- link to the portal from all DETRA partner websites
- articles about the portal in the DETRA newsletter and all DETRA partner newsletters

To ensure the awareness and recognition of the portal, DETRA partner organisations engage themselves to have broad communication actions towards their respective members and strongly encourage them to favour the mobility of European researchers and publish their job offers on the web portal.

After this phase within the DETRA partner community, further communication actions will be directed to external stakeholders, notably:

- announcement of the portal launch to any relevant platforms
- press release for the launch of the portal

If deemed necessary, a detailed communication plan will be produced in parallel to the technical maintenance of the web portal.

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## 5 Sustainability of the portal

### 5.1 Hosting institution

The final host institution of the web portal is the European Conference of Transport Research Institutes – ECTRI. IFSTTAR, HUMANIST Third party, who technically developed the portal, will assure the hosting of the portal at the launch phase.

### 5.2 Portal administration

The common and in-depth willingness of DETRA partners is to ensure the sustainability of the web portal after the completion of the DETRA project.

The workload for this has been evaluated by the DETRA WP1 partners as follows:

- 2 months work per year for the webmaster/moderator of the website
- Approximately 7.500,00€ per year

An economic model has to be worked out to allow the sustainability of the website. Several models are considered. The costs of updating and moderating the web portal can be covered by the associations, partners of DETRA, as a new service offered to their members. The posting of job positions and the consulting of job seekers CVs can be charged to the job providers. Advertisement income can also contribute to the financing of the web portal.

These different options have been the subject of a preliminary discussion between DETRA partners. The discussion is to be continued in parallel with the development of the portal. The final decision about the economic model will be definitely taken before the end of the DETRA project, at least six months before such end.

The final administrator of the web portal will be decided accordingly. The European Conference of Transport Research Institutes – ECTRI is interested.

## 6 References

- [1] Wikipedia – Free encyclopaedia online