

ÖAW Career Model: Administrative-Technical Employees

Version in accordance with the Presiding Committee's resolution from May 13, 2026

The English version is for information purposes only. The German version is binding.

Contents

1.	Objective	3
2.	General	4
2.1	Career start at the ÖAW	4
2.2	Careers at the ÖAW	4
2.3	Employment groups of the ÖAW-KV	5
2.4	Termination by the ÖAW	5
2.5	Employee appraisal	5
3.	Employment groups in detail	6
3.1	N1 – Auxiliary Staff	6
3.1.1	Definition	6
3.1.2	Range of activities	6
3.1.3	Perspectives	6
3.2	N2 – Qualified Staff	6
3.2.1	Definition	6
3.2.2	Range of activities	6
3.2.3	Perspectives	6
3.3	RM 1 / N3 – Clerical Staff	7
3.3.1	Definition	7
3.3.2	Range of activities	7
3.3.3	Perspectives	7
3.4	RM 2 / N4 – Specialist	7
3.4.1	Definition	7
3.4.2	Range of activities	7
3.4.3	Perspectives	8
3.5	RM 3 / N5 – Expert	8
3.5.1	Definition	8
3.5.2	Range of activities	8
3.5.3	Perspectives	8
3.6	RM 4 / N6 – Manager	9
3.6.1	Definition	9
3.6.2	Range of activities	9

1. Objective

The Austrian Academy of Sciences (ÖAW) is Austria's central non-university institution for science and research. It has the legal task "to promote science in every conceivable way" and fulfils this task in many ways:

- As a learned society with over 760 members worldwide,
- as a promoter of scientific talents, by awarding scholarships and prizes,
- as a voice of science and a communicator of scientific knowledge through publications, events, and numerous formats in public relations, societal and political consulting, and
- as a research institution, operating 26 research institutes focused on innovative, open-ended basic research in the humanities, cultural studies, social sciences, and natural sciences.

To be able to fulfil all these tasks, a modern, efficient, and specialized administrative-technical sector is required alongside excellent science. The ÖAW is committed to further improving its performance in organizing and supporting the Academy's scientific activities and to providing all administrative-technical employees with clear career prospects.

The present career model for administrative-technical employees of the ÖAW establishes minimum standards in these areas, provides transparency regarding the existing fields of activity and job profiles, outlines the internal career paths available, specifies the requirements that must be met, particularly for promotions, and defines the employment groups in accordance with the "Collective Agreement for the Employees of the Austrian Academy of Sciences," as amended on January 1, 2026 (hereinafter referred to as "ÖAW-KV"). The provisions of the ÖAW-KV in its valid version, together with the regulations of general labour law, set the framework within which the career model operates.

The career model also takes into account the contemporary differentiation of the administrative-technical sector within the scientific landscape. It highlights administrative and technical job profiles in more general areas such as payroll, controlling, or IT operations, as well as job profiles at the interface with scientific work, which are utilized not only, but particularly, at the institutes and scientifically oriented units of the ÖAW.

The career model is aimed at new entrants, existing employees, the leadership of institutes and scientifically oriented units, the departments of central administration, as well as the human resources department. In the critically important administrative-technical sector, the ÖAW requires a shared perspective, transparent decision-making foundations, and actions that are clear and comprehensible.

The overarching goal is always to support excellence in science through excellence in scientific administration and technology. In doing so, this sector also contributes in the best possible way to fulfilling the ÖAW's legal mandate to promote science in every respect. Achieving this requires having the right employees with the right qualifications and experience in the right positions.

¹ Where applicable, the career model for administrative-technical employees of the ÖAW is aligned with "RM Comp: The European Competence Framework for Research Managers." The job profiles are reflected in this career model.

² The collective agreement refers to "non-academic employees." Unless otherwise specified, the term "administrative-technical" is used synonymously with "non-academic" as defined in the ÖAW collective agreement.

2. General

2.1 Career start at the ÖAW

Administrative-technical employees can work at institutes, scientifically oriented units, as well as in the central administration of the ÖAW. For new employees joining the ÖAW, the provisions of the Austrian Employees Act (Angestelltengesetz) generally apply. Additionally, the ÖAW-KV is legally applicable. According to the relevant provisions, employment relationships can generally be concluded for either a fixed term or an indefinite term. Administrative-technical employees are typically hired with the intention of transitioning to a permanent employment relationship after the fixed-term period expires. The issuance of permanent contracts is reserved for the President and Vice President, who are therefore responsible for making decisions regarding the appointment of administrative-technical employees to permanent positions (see § 34 lit d ÖAW-GO and § 59 para. 1 lit b ÖAW-GO). The formal process and compliance with legal requirements for new hires are reviewed and ensured by the Human Resources Department.

2.2 Careers at the ÖAW

The filling of vacant positions is always based on the ÖAW's commitment to excellence, which also applies to administration, and is determined by the respective qualifications.

A distinctive feature of career opportunities at the ÖAW is the range of roles for administrative and technical employees, where work takes place in close collaboration with scientists or at the interface with science.

Particularly in the definition of positions and the promotion of employees with corresponding profiles, the set of skills and competencies outlined in the European Competence Framework for Research Managers should be taken into account, both in central administration and at the institutes and scientifically oriented units.

The ÖAW offers **career paths** in the administrative-technical sector based on specific needs, **enabling advancement**. If greater responsibility is taken on as part of the role and the capability to do so is demonstrated, the stages of a career are already outlined within the employment groups in the ÖAW-KV.

In the case of a career path that involves advancement in the form of classification into a higher employment group with an expanded job profile, the following legally applicable requirements are stipulated for administrative-technical employees: a change in job responsibilities, appropriate job-specific training and/or further education, or an equivalent demonstration of expanded personal knowledge, the operational need for the desired position, and, if applicable, a competitive selection process.

A reclassification into next higher employment group must be requested by the supervisor through official channels. The request must include the following information:

- Description of the planned activity
- Budgetary coverage of the planned position
- The request must be accompanied by factual justification in the form of a statement. The statement must include the following details:
 - Description of the acquired qualifications and, if applicable, evidence of training or further education
 - The department's need for the planned position

The application is submitted to the Human Resources Department, where it is reviewed for legal and formal compliance. If necessary, it is forwarded to Controlling for budgetary approval and then presented to the President and Vice President for a decision.

All positions can also be advertised.

Only the change to employment group N6, management position, is not possible through an application without a job advertisement. Internal and external applicants must go through an application process.

Another career option is **remaining within the same employment group** at the ÖAW. In this case, general and job-specific training – particularly through the ACA-SMART e-learning platform – ensures up-to-date knowledge and professional development.

In all cases, the ÖAW-KV provides the relevant framework for educational measures outside of working hours in §§ 21a, 21b, 23, and 24.

2.3 Employment groups of the ÖAW-KV

The career model for administrative-technical employees of the ÖAW is based on the legally applicable ÖAW-KV in its current version and, therefore, on the employment groups.

The ÖAW-KV defines the following employment groups for non-academic employees (i.e., in the context of this career model, within the administrative-technical sector):

ÖAW-KV

N1 – Auxiliary Staff

N2 – Qualified Staff

N3 – Clerical Staff

N4 – Specialist

N5 – Expert

N6 – Manager

2.4 Termination by the ÖAW

Fixed-term employment relationships generally end upon the expiration of the agreed term without the need for a separate notice.

Permanent employment relationships can generally be terminated in accordance with the Austrian Employees Act (Angestelltengesetz), where applicable to ÖAW employees, by observing the notice periods and termination dates specified in the ÖAW-KV and the provisions of the Labour Constitution Act (Arbeitsverfassungsgesetz). The ÖAW-KV also stipulates extended protection against dismissal based on the duration of employment (20 years / 15 years / 10 years / 18 months), the employee's age, or a positive performance evaluation. Termination in connection with reaching retirement age is, according to the ÖAW-KV, generally permissible regardless of the extended protection against dismissal. For details, see §§ 7 and 8 of the ÖAW-KV.

2.5 Employee appraisal

The ÖAW-KV states in § 9 para. 6: "The direct supervisor must demonstrably conduct a structured staff appraisal (Mitarbeitergespräch) annually with all employees who have been employed for at least six months." The employee review is intended to ensure regular feedback as part of the professional career at the ÖAW.

3. Employment groups in detail

3.1 N1 – Auxiliary Staff

3.1.1 Definition

Administrative-technical employees "who perform basic schematic tasks following existing guidelines and precise instructions. They possess the requisite skills or demonstrate the relevant qualifications and practical experience." (ÖAW-KV).

3.1.2 Range of activities

Auxiliary staff receive specific instructions accordingly. As general example job profiles, the ÖAW-KV lists: "Janitor, cleaner, porter, typist, data entry staff." In these fields of activity, auxiliary staff can also be employed in interface areas with science, such as in laboratories.

3.1.3 Perspectives

Upon demonstrating relevant competencies through the submission of job-specific training certificates, auxiliary staff generally have the opportunity to work as qualified staff (N2) if there is an operational need (see Section 2.2). Simply remaining in employment group N1 for several years does not entitle an individual to advance to employment group N2.

3.2 N2 – Qualified Staff

3.2.1 Definition

Administrative-technical employees "who perform specialized or administrative, primarily contributory and supportive tasks within general guidelines and instructions. They possess the requisite skills or demonstrate the relevant qualifications." (ÖAW-KV).

3.2.2 Range of activities

Qualified staff receive appropriate instructions and continue their professional development within their field of activity. As general example job profiles, the ÖAW-KV lists: "Administrator, specialist administrator, e.g., accounts or payroll assistant, technician, in-house technician." In interface areas with science, qualified staff are engaged in tasks such as supporting data entry and research, building maintenance, IT, and laboratory technology.

3.2.3 Perspectives

Advancement to the position of N3/Clerical Staff is generally possible. Upon demonstrating relevant professional competencies through the submission of certificates from job-specific training and/or further education, or an equivalent proof of expanded personal knowledge, qualified staff have the opportunity to work as clerical staff with a modified job profile, provided there is an operational need (see Section 2.2). Simply remaining in employment group N2 for several years does not entitle an individual to advance to employment group N3.

3.3 RM 1 / N3 – Clerical Staff

3.3.1 Definition

Administrative-technical employees "who draw on their knowledge and experience to perform specialized or administrative tasks within general guidelines as instructed but in a largely self-reliant manner. They are able to demonstrate that they have acquired the commercial, professional, legal, technical or organizational skills required by their role and/or that they have completed relevant qualifications." (ÖAW-KV).

3.3.2 Range of activities

Clerical staff, assistants, and technicians with individual responsibility receive assignments and carry them out largely independently. They update and expand their expertise through further training. As general example job profiles, the ÖAW-KV lists: "Clerical employee, e.g., in accounts, controlling, HR, payroll, quality assurance; largely self-reliant secretarial work; technician, IT technician." Additionally, clerical staff work in areas such as library services, event organization, public relations, and editorial tasks.

In interface areas with science, clerical staff work as technicians and are involved in digitization, IT operations, or instrument construction and maintenance. As laboratory staff, they perform standardized analyses, for example.

3.3.3 Perspectives

Advancement to the position of N4/Specialist is generally possible if there is an operational need. In addition to the operational requirement, it is necessary to provide proof of completion of job-specific training and further education, or an equivalent demonstration of expanded personal knowledge and the acquisition of additional competencies, in order to meet the modified job profile of "Specialist" (see Section 2.2). Simply remaining in employment group N3 for several years does not entitle an individual to advance to employment group N4.

3.4 RM 2 / N4 – Specialist

3.4.1 Definition

Administrative-technical employees "who perform qualified tasks independently that require additional specialist training and/or special expertise and/or several years of practical experience. They are able to demonstrate that they have acquired the commercial, professional, legal, technical or organizational skills required by their role and that they have relevant qualifications." (ÖAW-KV).

3.4.2 Range of activities

Specialists receive assignments and carry them out independently, typically without leading a team and/or project. They update and expand their expertise through further training. As general example job profiles, the ÖAW-KV lists: "Specialist, e.g., accounting, controlling, HR, quality assurance, project management, jurist, administrative officer (Referent), IT developer, programmer; highly complex and self-reliant secretarial work." Additionally, specialists work in areas such as public relations, knowledge and technology transfer, event organization, science management and funding, library services, or as editors.

In interface areas with science, specialists work as technicians, for example, in testing, processing and managing research data, programming (*Research Data Engineering and Management, Data Steward*), excavation technology, or in the planning, development, and maintenance of building infrastructures. In laboratory professions, their tasks may include independent analysis, installation, and maintenance activities.

3.4.3 Perspectives

Advancement to the position of N5/Expert is generally possible if there is an operational need and demonstrable professional qualification through job-specific training or further education, or an equivalent expansion of personal knowledge. The job profile is significantly modified and includes, among other things, responsibility for a team, subject area, or project. It must be ensured that decisions have an impact on at least one other organizational unit within the ÖAW and/or externally (see Section 2.2). Simply remaining in employment group N4 for several years does not entitle an individual to advance to employment group N5.

3.5 RM 3 / N5 – Expert

3.5.1 Definition

Administrative-technical employees "who perform particularly demanding and responsible tasks with a corresponding measure of discretion. As a general rule, their tasks require additional specialist training and/or special expertise and several years of practical experience. They are able to demonstrate the requisite commercial, professional, legal, technical or organizational competence and/or that they have relevant specialist qualifications." (ÖAW-KV).

3.5.2 Range of activities

Experts take on responsibility and lead a team, subject area, or project. Their decisions have an impact on at least one other organizational unit within the ÖAW and/or externally. They update and expand their expertise through further training and stay informed about the broader context of their field of activity (e.g., national and European developments). As example job profiles, the ÖAW-KV lists: "Expert, e.g., accounting, controlling, HR, quality assurance, project management; section or team leader in organisational units; jurist, administrative officer (Referent), IT developer, programmer." Additionally, experts are active in areas such as public relations, knowledge and technology transfer, organizational development, or science management and funding.

In interface areas with science, experts work as technicians, for example, in processing and managing research data, programming (*Research Data Engineering and Management*), or prototyping. They may also be responsible for network management, system development, or facility management. If applicable, they lead teams or (sub-)projects. In laboratory operations, experts hold positions that require the implementation of laboratory infrastructures as well as analytical tasks. They directly support laboratory management and may themselves take on the leadership of workshops, laboratories, or corresponding sub-areas.

3.5.3 Perspectives

Advancement to the position of N6/Manager involves taking on leadership responsibility for multiple employees, as defined by the KV, and is conceivable if there is an operational need and a corresponding change in job responsibilities, provided the employee participates in the application process and is selected (see Section 2.2).

3.6 RM 4 / N6 – Manager

3.6.1 Definition

Administrative-technical employees "who direct, instruct and supervise several employees on a permanent basis and are regularly assigned to head up projects. They are able to demonstrate that they have acquired the requisite competence to lead organizational units and staff, possess the relevant commercial, professional, legal, technical or organizational skills and/or have relevant specialist qualifications." (ÖAW-KV).

3.6.2 Range of activities

Managers take on supervisory and professional responsibility for multiple employees within their area of responsibility. They lead, instruct, and supervise these employees and manage projects. They participate in training and development programs – particularly leadership training – and maintain an overview of current content-related and regulatory conditions and developments in the areas they oversee. As example job profiles, the ÖAW-KV lists: "Department head."