



You are looking for an employer you can count on? Join us!

Legal Counsel / ELSA Officer (f/m/d)

Leibniz Supercomputing Centre's Legal Office and Research and Information Management (RIME) team of the Research Unit are seeking for a Legal Counsel / ELSA Officer to enrich the human capital of the centre.

The RIME team involved in two focus areas: research- and information management. The team provides not only research support services to LRZ researchers within the Project Support Office, but also conducts own R&D projects, which very often are funded by the third-party donors.

We are looking for a further team member to be engaged in future current and upcoming projects, in particular, in the BMFTR-funded "SOURCE: Skalierbare, offene und umfassende Erkennung von Desinformationskampagnen im Web", which follows the "OpenWebSearch.EU" Horizon Europe funded undertaking and runs for 3 years.

Our collaborative European project OpenWebSearch.EU aimed to provide a Federated Open Web Index (OWI) and LRZ teams contributed to the infrastructure framework and management. SOURCE is aiming at further elaboration of the project outcomes focusing on disinformation detection topic. In your primary role, you will be engaged in the project and its ecosystem.

Secondly, you will support the LRZ Legal Office, particularly in the areas of data protection and public procurement law.

Your Role and Responsibilities:

SOURCE/OWI Ecosystem

- Support the project leads and team colleagues in all project related activities, such as deliverables and milestones, reports, workshops and other events;
- Drive ELSA effort of the project (in collaboration with OSF and its working groups);
- Coordinate with other, especially, EuroHPC JU Data and Computing centres on national and European level;
- Collaborate with other national and European projects and initiatives;
- Develop the task-related content, also, for courses and workshops, on emerging and exciting topics of interests;
- Disseminate the respective materials to academia and industry, inclusive SMEs;
- Communicate project results and achievements internally as well as externally.

Legal Office / Data protection

- Implementation and further development of data protection measures in accordance with the GDPR, the Bavarian Data Protection Act (BayDSG) and other relevant regulations;
- Supporting and collaborating with the internal data protection coordinator and the external data protection officer;
- Establishing, maintaining and further developing a data protection management system in accordance with ISO 27701 and continuously improving the data protection organisation;
- Developing, maintaining and optimising data protection concepts, processes and guidelines;
- Maintaining and updating the record of processing activities in close consultation with the relevant department heads;
- Preparing clear documentation and practical guidance for employees;
- Monitoring new developments in the fields of data protection, AI, IT and information security;

- Participating in networking meetings within the university and public sector;
- Providing initial consultation to the relevant departments.

Legal Office / Procurement Law

- Advising departments throughout the entire process of national and pan-European procurement procedures;
- Planning and full documentation of tenders, primarily in the area of supplies and services;
- Support with the review and evaluation of tender documents;
- Coordination between the individual specialist departments and the legal office;
- Preparation and maintenance of tender documents and procurement documentation;
- Administration and further development of the procurement management system and support with electronic procurement procedures;
- Development and optimisation of procurement and contract processes;
- Establishment of an internal knowledge management system on public procurement law topics and monitoring of current legal developments;
- Coordination of contract management following the award of contracts.

Requirements:

- PhD degree or Master's degree in law or Bachelor's degree with multiple years (>3) of working experience;
- Several years' practical experience in the field of data protection and public procurement law
- Ideally, experience in the public sector, particularly in a higher education context
- A basic technical understanding, particularly in the area of IT procurement
- A strong willingness to learn and an enthusiasm for familiarising yourself with new subject areas and applying new tools and software solutions
- Strong communication and interpersonal skills;
- Very good German language skills (C2) are essential.
- Good English language skills, at least B2.
- Excellent knowledge of national and EU digital legislation as well as public procurement law, (e.g., GDPR, DSA, DMA, AI Act, Data Act and related legislation).

Area	FOR (Research and Development) / Legal
Working time	full time (40 hrs) / part-time possible flexible working model with electronic time recording
Term of the contract	Up to 36 months (duration of the contract is bound to the project original runtime), a further employment is intended
Remuneration	up to E13, see Entgelttabelle TV-L
Annual leave / compensatory time off	30 days (24.12. + 31.12. additional day-offs) Overtime is compensated by additional time off
Further trainings	Individual support for in-service training and further education
Mobile work	up to 60% of work time

Benefits

e.g. JobBike Bayern, bus and subway (U6) on the doorstep, free parking, pension plan of the Versorgungsanstalt des Bundes und der Länder (VBL), state-of-the-art work equipment, Cooperation Agreement with Sports Facility Providers for Discounted Membership

What can you find with us?

Are you looking for a multifaceted and intellectually stimulating position in a dynamic, cooperative and innovative work environment? Then LRZ is the place to be for you! Here at LRZ a collegial, appreciative work environment meets an international crowd of experts who work together to advance IT services for ground-breaking research. We offer flexible work schemes for an optimal work-life balance. Our staff values their creative leeway. As an institute of the Bavarian Academy of Science and Humanities we offer all the benefits of public service. And of course, no wishes remain unfulfilled at the LRZ in terms of technical equipment. We share experiences, constantly review and improve our processes, and are proud that our service-quality and data-security are regularly certified and rated highly. We actively promote diversity and welcome applications from talented individuals, regardless of cultural background, nationality, ethnicity, gender and sexual identity, physical abilities, religion and age. We give priority to applications from people with disabilities who are equally qualified (SGB IX).



The LRZ in a nutshell:

Since 1962, Bavarian universities and research institutions have relied on the IT expertise of the Leibniz Supercomputing Centre of the Bavarian Academy of Sciences and Humanities. When it comes to the digital transformation of science, we are traditionally ahead of the game.

We are looking forward to receiving your complete application documents (including cover letter, CV and certificates) in a PDF file (other file types are not accepted) by latest **21.05.2026**.

Subject: **Legal Counsel (2026/21)**

Application form: [Personio](#)

Are you unsure whether the job suits you or you suit us? Or do you still have questions about this position? Our colleagues will be happy to answer all your questions.

This job does not fit? Then take a look at <https://www.lrz.de/en/careers/current-vacancies> or send us an unsolicited application!

[Here](#) you will find information about the collection of personal data during the application process.



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UNTERZEICHNET



Familienpakt
Bayern