


Personnel recruitment and selection policy based
on the European Union's OTM-R
Strategy



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Hiring staff through open, transparent and merit-based recruitment (OTM-R) procedures is one of the pillars of the European Charter for Researchers and, in particular, the Code of Conduct for the Hiring of researchers.

(<https://euraxess.ec.europa.eu/europe/news/new-open-transparent-and-merit-based-recruitment-researchers-otm-r>)

The "European Researcher's Charter" contains a series of general principles and requirements that determine the responsibilities and rights of researchers and the entities that hire or finance them, with the aim of guaranteeing the development of researchers' professional careers, recognising the value of mobility in achieving this goal.

The "Code of Conduct for the Recruitment of Researchers" contains a number of general principles and requirements that should serve as a guide for the recruitment of researchers.


In short, OTM-R makes research a more attractive career option, ensures equal opportunities and facilitates mobility.

1. Basic Principles

The procedures for selecting and hiring IRBLleida staff are governed by a set of basic principles that guarantee equal access to the workplace. They are governed both by the constitutional principles of equality, merit and capacity, as well as by national and international standards in the field: specifically, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C).


These principles apply to the recruitment and hiring of all staff at the centre, regardless of their professional category, including research, technical and management and services staff. The selection of staff is carried out at IRBLleida through a competitive process, to which the following criteria apply:

- a) **Advertising:** Calls for applications, and their associated rules, will be published on

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the IRBLleida website (<http://www.irblleida.org/ca/ofertes-de-feina/>) and in the case of research profiles, on the Euraxess job offers page (<https://euraxess.ec.europa.eu/jobs>) at least 15 days before the deadline for applications. The published offer must state the name of the position offered, the content of the main tasks to be performed, the requirements and the criteria for evaluating applications.

- b) **Transparency:** Each call for applications will define the requirements for access, the composition of the evaluation panel, the weighting of each of the requirements, the list of admitted and excluded candidates, as well as the reason for exclusion, the assessment of candidates admitted to the process and the selected person(s).
- c) **Equality:** The call for applications will guarantee that no one is excluded, unless they do not meet the requirements established in the call itself. It will include a non-discrimination clause to promote the participation of foreign individuals, individuals who have interrupted their scientific careers for reasons related to motherhood or those with different abilities.
- d) **Merit:** The selection will be based on the assessment of the curriculum by means of a previously established scale, the carrying out of interviews and/or technical and/or psychotechnical tests, or any other system that guarantees the objectivity of the process.
- e) **Impartiality, independence and professionalism:** The Selection Committee will be made up of professionals from the Human Resources department (selection) and science professionals or technicians from the different departments and areas, to ensure that, in accordance with IRBLleida's Code of Ethics, no conflict of interest with the candidates admitted to the selection process takes place. In the event of a conflict of interest, the special protocols provided for in the internal regulations must be applied.
- f) **Selection procedure:** This will consist of two phases. Assessment of merits will take place during the first phase, whereas the assessment of aptitudes and/or personal interview will take place during the second phase.
- g) **Efficient expenditure management:** Recruitment cannot be carried out without the existence of sufficient budget credit.

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Once the selection has been made, the corresponding employment contract will be awarded in accordance with the provisions of the Workers’ Statute and other applicable employment legislation, as well as the existing Company Agreements.

2. Selection Committee

The Selection Committee will be composed of a minimum of three members with different levels of experience and skills, and the right balance will be sought between men and women to help ensure that the results include a gender perspective. The committee, which may be made up of both general staff and IRBLleida staff, will ensure that the academic, research and professional qualifications (including unofficial ones) of all the candidates, as well as their international and professional mobility, are properly assessed and evaluated. The published evaluation criteria are consistent with the requirements of the position offered. The composition of the selection committee will be public and will be specified for each job offer according to the category and characteristics of the position. The video titled “Recruitment Bias in Research Institutes”, created by CERCA (https://www.youtube.com/watch?v=g978T58gELo&feature=youtu.be&list=PLIRaTLZgk_i-CuOpGbTSp_CUgJvyBM_Btj), is of mandatory viewing prior to the start of the interview process.


The Human Resources representative may or may not be part of the Selection Committee. However, even if they do not participate directly in some selection processes, they are responsible for reviewing compliance with the principles set out in IRBLleida’s recruitment policy.

3. Detection of Recruitment Needs

The recruitment process always starts with the detection of the need to fill a new position. This need may arise in order to cover the different types of staff, classified according to IRBLleida’s salary tables as follows: Research Staff, Technical Research Support Staff, Administration Staff and Service and Maintenance Staff.

In the case of Research Staff, this need may arise either because there is an ongoing project and more staff is needed or because funding is available and the centre is thus considering the development of new projects.

3.1. Communication and Application

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Once the need for recruitment to cover a job is detected, the IRBLleida Human Resources manager is notified in order for the process to begin.

The costs of the entire contract and the approximate discharge at the end of the contract are calculated (Annex 1_Càlcul dels costos de la contractació) and the credit of the project that will cover the expenses is checked.

The person in charge of the cost centre that will finance the hiring must fill in the hiring application document (Annex 2_Sol·licitud de contractació) which will define the following: position, profile of the candidacy, tasks to be performed, working day (complete or partial and in the latter case, the %, including number of hours per week and distribution of hours), salary, expected start and end dates of the contract, selection procedure and evaluation criteria. Contracts for grants or projects financed by official subsidies must comply with the characteristics and conditions set by the funding body. Once completed and signed, the original must be handed in to the Human Resources manager.

The HR manager will define the contractual conditions based on the financial availability and the salary tables of IRBLleida.

3.2. Authorisation


Before publishing any new job offer, the application must have been authorised by IRBLleida management and the balance of the project that will finance the contract must be sufficient.

3.3. Publication

Once the application has been signed and authorised, the person in charge of Human Resources fills in the job vacancy form (Annex 3_Model convocatòria oferta treball publicació medis) and publishes it across different internal and external communication channels. The offer will include a reference to the OTM-R Policy (Open, Transparent and Merit-based Recruitment) and the Equality and Conciliation Policy.

The offer must remain published for at least 15 calendar days, except in cases where an express selection process is defined:

- In the IRBLleida job offer platform (<https://www.irblleida.org/ca/ofertes-de-feina/>), where the candidate must apply to the offer in question.

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- For the profiles of Research Staff on the Euraxess Platform (<https://euraxess.ec.europa.eu/>).

- Any web page/specialised content platform which the IP wishes to distribute.

The job offer should clearly state the following information:

- Deadline for submission of applications.
- Requirements related to educational level and experience.
- Abilities to be valued.
- Tasks to be performed.
- Work location.
- Gross annual salary.
- Research project.

If deemed necessary or advisable, the current deadline for submitting applications will be extended (15 days).

3.4. Receipt of Applications


The Human Resources representative will be in charge of receiving CVs and confirming to the candidates that their documentation has been received correctly. All CVs are stored on the IRBLleida server, in accordance with EU European Regulation 679/2016 and Organic Law 3/2018 on the protection of personal data and the guarantee of digital rights. In the communication to the candidate, they will be informed that their CV will become part of the Institute's internal job bank. Subsequently, CVs are forwarded to the person responsible for the selection.

3.5 Evaluation and Selection of Candidates

The Selection Committee evaluates the CVs of the candidates and checks that they meet the criteria established in the job offer. The Committee will evaluate the merits, will identify the best candidate according to the offer and will fill in Annex 4_Graella Selecció.

The evaluation system to be applied is as follows:

- The "Requirements" section only states whether the candidate meet said requirements or not. If the candidate does not meet one of the requirements, the following section (Merit assessment) will not be available, nor will the interview or the competency test.
- The merits to be assessed and the interview have a total score of 100 points. The

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Selection Committee may establish, at its discretion, the maximum assessment of each of the elements that make them up, except for "Interview" or "Competency Test" which must have a maximum score of 20 points.

If the procedure requires personal interviews to be conducted, they may be conducted in person at IRBLleida or through other communication channels (telephone or videoconference).

It is up to the Committee to evaluate the CV and the interview objectively. If they consider that none of the candidates meet the conditions required in the job offer, the offer may be declared vacant. In this case, the selection process ends.

Once the selection process has been completed and the candidate who best suits the job offered has been selected, the person responsible for the selection process communicates the details of the selected person and the expected date of incorporation by e-mail to the manager.

The duration of the process may vary depending on the position to be filled and the characteristics of the process.

3.6. Awarding of the Position


The manager is responsible for completing the Award Report (Annex 4-I_Acta d'adjudicació) and sending it to the members of the Selection Committee to sign and return.

The manager is responsible for sending the rejection letter to the other candidates and for publishing the resolution on the website indicating only the National Identity Number of the selected person (Annex 4-IV_Resolució oferta de treball). In case of an express request, the decision of the committee and the strengths and weaknesses of the candidacies will be argued.

The manager will communicate with the successful candidate to inform them of the necessary documentation to carry out the administrative procedures ('Annex 5_Documentació per contractació del nou treballador', or 'Annex 5-I_Documentació del nou treballador pràctiques_Garantia Juvenil' in the case of a contract with a subsidy from the Youth Guarantee Fund).

Any candidate can submit a complaint or suggestion to the Human Resources Unit (rrhh@irbllleida.cat). The Unit must respond within 30 calendar days.

4. Administrative Procedures

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Employment contracts can be Indefinite, Temporary, Training, for a specific Work and Service or for the specific development of scientific or technical research projects. The type of contract that will apply in each call will be studied individually for each case. These contracts will be governed by the provisions of the Workers' Statute.

Once the manager has received all the required documentation from the successful candidate, they will process it via the relevant department to carry out all the registration and incorporation procedures with the corresponding bodies, indicating if the contract financing funds are PRIVATE or PUBLIC (Annex 6_Comunicació gestoria dades nova contractació_PRIVAT and Annex 6- I_Comunicació gestoria dades nova contractació_PUBLIC). In the case of a training contract subsidised by the Youth Guarantee Fund (Annex 6-II_Comunicació gestoria dades nova contractació_GARANTIA JUVENIL).


5. Incorporation and Welcome

At the signing of the employment contract, the following documentation and material will be delivered:

- IRBLleida Welcome Folder (IRBLleida Information, Director's Welcome Letter, Welcome Manual)
- Information sheet on the risks of the workplace and required PPE
- LOPD Documentation and User Manual
- Regulations of IRBLleida
- Identification card and access to the Biomedicine building
- Email registration
- Intranet access registration
- iFundanet registration

The contracted person will be informed that the following documents are available on the IRBLleida intranet:

- Recruitment policy based on OTM_R
- Biosafety manuals
- Emergency plan
- Risk Prevention Plan

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- Platform User Manuals
- Code of ethics
- Guide to Good Practices
- Equality Plan

In the case of hiring a person linked to the ICS or another public entity by employment or by statute, it will be necessary to previously request compatibility from the corresponding body. Once acceptance of the compatibility has been received, the recruitment can take place.

6. Express Selection Process

In those cases where a worker has to be replaced urgently, for example, to cover a sick leave, because the incorporation must take place on a specific day for scientific reasons, because this was planned ahead in a resolution, etc., the express selection process may apply.


This selection process will follow the same process as the ordinary one but the duration of all the phases of the process will be reduced, in particular the publication of the job offer, the submission of applications and the evaluation and selection of staff.

7. Termination of Employment

The employment relationship terminates when the project or service covered by the employment contract ends or when either of the contracting parties decides to terminate the employment relationship unilaterally.

In the event that the cost centre wishes to terminate ahead of the termination date stipulated in the employment contract, it must request this in writing from the Management Office, stating the reason, at least 30 days in advance and in the cases where the dismissal is inappropriate, will assume the costs of the discharge and expenses arising therefrom.


The Management Office will notify the interested party in writing of the termination of the employment relationship, indicating the day on which it will effectively leave the company

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and with a minimum of 15 calendar days' notice (Annex 8_Comunicació finalització projecte).

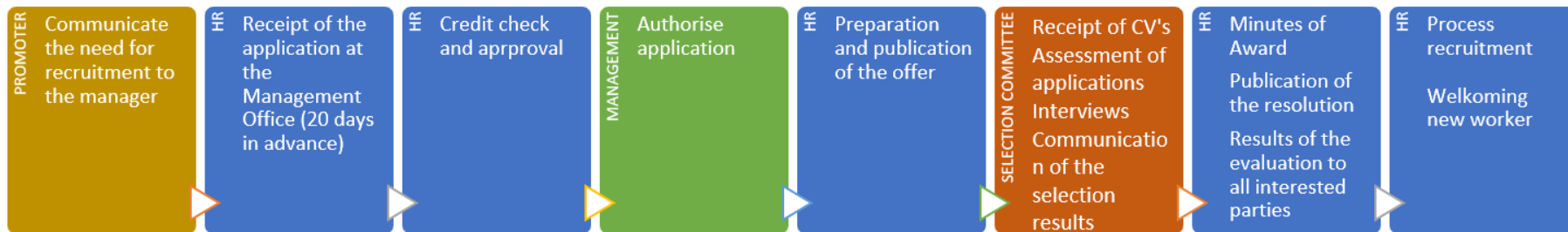
9. Work Regulations


- Royal Legislative Decree 2/2015, of 23 October, approving the consolidated text of the Workers' Statute Law.
- Law 14/2011, of 1 June, on Science, Technology and Innovation.
- Law 44/2003, of 21 November, on the organisation of the health professions.
- Organic Law 3/2007, of 22 March, for the effective equality of women and men.
- European Regulation EU 679/2016 and Organic Law 3/2018 on the protection of personal data and guarantee of digital rights.
- LAW 31/1995, of 8 November, on the Prevention of Occupational Risks BOE nº 269 10/11/1995.
- The European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers. European Commission, Brussels, 2005. Link: https://cdn2.euraxess.org/sites/default/files/brochures/am509774cee_en_e4.pdf
- Open, Transparent and Merit-based Recruitment of Researchers. European Commission, Brussels, July 2015. Link: https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf
- Towards a European Framework for Research Careers. European Commission, Brussels, July 2011. Link: https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf
- Recruitment Bias in Research Institutes. CERCA, Barcelona, July 2016. Link: https://www.youtube.com/watch?v=g978T58gELo&feature=youtu.be&list=PLIRaTLZqki-CuOpGbTSp_CUgJvyBM_Btj

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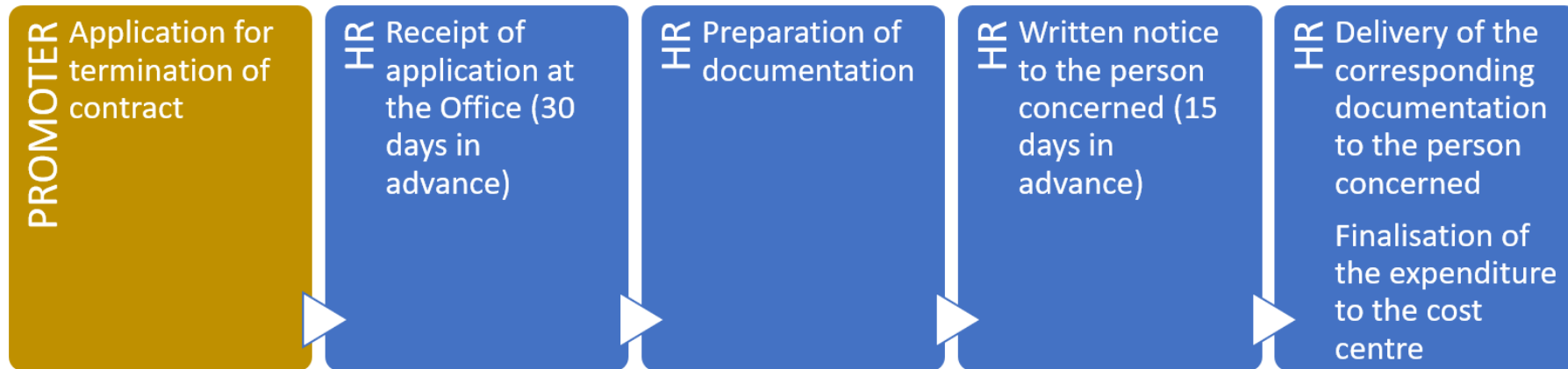
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LABOUR CONTRACTING PROCESS



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TERMINATION OF EMPLOYMENT



RECRUITMENT PROCESS

1

PI/ AREA MANAGER

The person in charge of the cost centre that will finance the hiring must fill in the hiring application document. Once completed and signed, the original must be handed in to the Human Resources manager (rrhh@iribei.de.cu)

2

HUMAN RESOURCES

Read the hiring application document and assure that the balance of the project that will finance the contract is sufficient

3

MANAGEMENT

Authorise the application

4

HUMAN RESOURCES

Fill in the job vacancy form and publish it across different internal and external communication channels

5

SELECTION COMMITTEE

- Receipt of Applications
- Evaluation of candidates
- Interviews
- Communicate the details of the selected person and the expected date of incorporation by e-mail to the Human Resources Unit

6

HUMAN RESOURCES

- Demand Report
- Publish the resolution on the website
- Send the rejection letter to the other candidates
- Process the hiring
- Incorporation and welcome



DEVELOPER

Application for contractual termination

HR

Receipt of application at the management office (30 days in advance)

HR

Preparation of documentation

HR

Written communication to the person concerned (15 days in advance)

HR

Delivery of the corresponding documentation to the person concerned

HR

Finalisation of the expenditure in the cost centre