

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

-- Pre-award senior administrative technician --

The Institute

The IRBLleida aims to promote, develop, transfer, manage and disseminate research excellence, scientific and technological knowledge, teaching and training in the field of life sciences and health. To this end, it promotes relations and the exchange of knowledge between the research staff and research groups belonging to the various centres and entities in the biomedical field, which operate mainly in the Lleida area; it promotes collaboration with other institutions and entities, prioritising the implementation of joint projects; it raises funds to finance research activities of excellence of interest to the aforementioned centres and devices; and it manages the research resources entrusted to it by the various institutions and entities that form part of it. Within the territorial environment, it collaborates closely with:

- The [University of Lleida](#) (UdL) includes researchers from the Faculties of Medicine and Nursing and Physiotherapy.
- The Catalan [Healthcare system](#) includes healthcare staff from:
 - [Catalan Health Institute \(ICS\)](#): [Arnau de Vilanova University Hospital](#) (HUAV), [the Lleida Primary Care and Community](#) and [Primary Care in the Alt Pirineu-Aran Health Region](#)
 - [Gestió de Serveis Sanitaris](#) (GSS): [Santa Maria University Hospital](#) (HUSM), [Pallars Regional Hospital](#) and [Mental Health](#), among others.

The IRBLleida is a [CERCA](#) institute with its own legal status: Fundació Institució dels Centres de Recerca de Catalunya (I-CERCA) de Catalunya, which is organised according to a model of good governance and operation that ensures efficiency, management flexibility, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS) accredited by the [Carlos III Health Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter and Code).

Please, [check out our Recruitment Policy](#)

Professional profile:

- Senior technician.

Requirements:

- Degree, diploma or bachelor's degree studies related to the area he/she occupies.

Tasks to be developed:

The successful candidate will perform the following tasks for the Projects Department / R&D&I Management of the Management Office:

- Consult and assign the scientific production of all research groups (publications, clinical practice guidelines, theses,...), registering it to the Fundanet Management system, with the aim of keeping the Management system updated, boosting the web visibility of publications, and facilitating the extraction of scientific production indicators.
- Calculate the scientific production indicators from Fundanet for subsequent review by Management, reporting these indicators to the entities when requested (ICS, Generalitat, ISCIII, ITEMAS, REGIC, ...), in order to keep the scientific production data up to date.
- To prepare the annual scientific report, specifically the parts of scientific production and the part of project awards with the aim of facilitating the visibility of scientific production and communicating it both internally and externally.
- To extract publications from Fundanet, transferring them to the Catalan Research Portal (PRC) in order to facilitate the external visibility of IRB Lleida's scientific production.
- Collaborate with researchers, encouraging and supporting the application for new research projects or human resources grants, from the dissemination of calls for applications, the presentation of pre-applications to Management and the Internal Scientific Assessment Committee (CIAC) for approval, assisting researchers in the presentation of applications in the corresponding applications and saving all the information for subsequent management, with the aim of achieving the highest possible number of applications, according to the budget.
- Collaborate with researchers, assisting them in the drafting of research projects so that the applications submitted communicate the hypothesis, objectives and methodology of the project in a clear and concise manner and that it is oriented to the objective of the call, following the

defined standards, in order to increase the number of national and, especially, international annual project awards.

- To monitor research project resolutions, assisting researchers in the case of refusal or award of the project, facilitating the presentation of allegations if deemed appropriate, and transferring the management of the awarded project to the Department of post-award projects, with the aim of maintaining the monitoring of the projects presented, transferring them to management once awarded.
- Registering the researchers assigned to the IRBLleida to Fundanet in order to extract lists of the total number of researchers, providing indicators to those who request them.
- To collaborate in those administrative tasks that are entrusted to him/her by his/her supervisor, management or directorate, with the aim of contributing to the achievement of the objectives of his/her area or department of the IRBLleida.
- Participate in the Committees and Commissions that the place requires, with the purpose of assuring the achievement of the objectives of IRBLleida, complying with the legislation in force according to the matter in which it participates.

Would be an asset:

- Knowledge in application, processing and global management of projects in the public or private, national and international environment.
- Knowledge of national and international public funding instruments.
- Knowledge of the processing of scientific publications.
- Database processing.
- Catalan and Spanish equivalent to level C2. English equivalent to B2 level.
- At least 4 years of accredited professional experience in the area you are working in.

The Offer – Working Conditions

- Type of contract: Indefinite for scientific-technical activities.
- Planned start date: Immediate.
- Working day: Full 37.5 hours per week.

- Remuneration: 27,000 euros gross / year NOT including employer's social security contributions.

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLleida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours.

Documents and application deadline:

All applications must include:

- A motivation letter
- Full curriculum vitae with contact details and national identity card number.
- Deadline: Please submit your application by November 01, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 061-22 offer by filling out the form available at <https://www.irblleida.org/ca/job-application/> and attaching a CV and a cover letter.

Selection process schedule for reference 061-22	
15 days	Publication and dissemination of the job offer: IRBLleida website, social networks, other employment websites according to the features of the job offered
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"> - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position

Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p>	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999)**, **Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

Informative clause for the processing of personal data

Responsible: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré

Purpose: Management of job offers.

Legitimation: The legal basis of the treatment is the completion of a selection process to fill a position.

Recipients: The data will not be transferred to third parties, except in the legal obligations set by law.

Rights: Access, rectification and deletion of data, as well as other rights, as explained in the additional information.

Additional information: Additional and detailed information on Data Protection can be found our website <http://www.irbllleida.org/en/legal-notice/>

IRBLeida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- IRBLeida Scientific director
 - Dr. Diego Arango

CHAIRS

- Managing Director IRBLeida
 - Ms. Eva López

- Deputy scientific director
 - Dr. Joan Sayós

SECRETARY

- IRBLeida HR and procurement manager
 - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training – 30 points.

Valued:

- Degree, diploma or bachelor's degree studies related to the area he/she occupies. 20 points
- Catalan and Spanish equivalent to level C2. English equivalent to level B2 10 points

b) Certified professional experience. 35 points

Valued:

- Knowledge of the application, processing and overall management of projects in the public or private sector. 7 points
- Knowledge of public financing instruments 7 points
- Knowledge of the treatment of scientific publications 7 points
- Database processing 7 points
- At least 4 years of accredited professional experience in the area you occupy 7 points

c) Competence test or interview 35 points