

## JOB OFFER

---

Lleida Biomedical Research Institute is recruiting a:

- Head of projects and innovation -

### 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 Research Technician Senior Unit Manager.

**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/ R&D&I Management Department of the Management Office:

- Develop the strategic plan for the national and international projection of the centre's research, including the definition of the short, medium and long term action plan, as well as collaborating in decision making, with the aim of ensuring the continuity and implementation of research projects, as well as positioning both nationally and internationally, according to IRBLeida's strategic plan.
- Coordinate the pre-award process, through the search and dissemination of national and international calls, preparation and presentation of proposals until the award of projects, participating in all phases, with the aim of ensuring the growth of the project portfolio and the fulfilment of the objectives defined by Management.
- Overseeing the table-award process once the projects have been awarded, including the monitoring of economic management, with the aim of ensuring the administration of project funding, in accordance with the standards established by the funding bodies.
- To develop the area of innovation and transfer, through the identification and search for research results, managing licenses and patents, promoting the innovative culture and knowledge transfer of the centre, with the aim of ensuring the valorisation of the results obtained by IRBLeida.
- Coordinate the relationship with researchers, promoting and encouraging their participation in R+Y+D projects, supporting them in the evaluation and presentation of national and international projects, as well as supervising the administrative management (regulations, registrations and cancellations), with the aim of ensuring that they participate in research and development projects, generating knowledge that is aligned with the current challenges of health policies.

- Coordinate the preparation and delivery of scientific production indicators, with the aim of providing management and funding bodies with information on the performance of projects and other initiatives.
- Coordinate internal calls for proposals, including the drafting and publication of the terms and conditions, resolution of doubts regarding proposals and their management, as well as the preparation of prioritisation in the different calls for proposals, with the aim of ensuring the promotion of research within IRBLeida.
- Supervise the collaboration agreements with companies and other institutes, including the transfer/reception of material, with the aim of ensuring the relationship and loyalty of companies and institutes, contributing to the execution of the projects.
- To develop IRBLeida's Annual Scientific Report, including the information and initiatives carried out during the year at IRBLeida, in order to ensure its dissemination to partner organisations and other entities relevant to the centre.
- Collaborate in those administrative tasks that are entrusted to him/her by the person in charge, management or directorate, with the aim of contributing to the achievement of the objectives of his/her area or department of IRBLeida.
- Participate in the Committees and Commissions that the place requires, in order to ensure the achievement of the objectives of IRBLeida, complying with the legislation in force according to the matter in which he/she participates.

**Would be an asset:**

- Master's or postgraduate training in the field of biomedical or related sciences would be an asset.
- A doctorate in the field of biomedical or related sciences would be an asset.
- Catalan and Spanish equivalent to level C2. English equivalent to level C1.
- Accredited professional experience, minimum 5 years in the coordination of a Department.
- Experience as head of department in a scientific or research organisation, carrying out the functions of the position and interacting with other entities, research staff and interested parties will be an asset.

**The Offer – Working Conditions**

- Type of contract: Indefinite with 6 months probationary period.
- Planned start date: Immediate.
- Working day: Full 37.5 hours per week.
- Remuneration: 35,000 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 1, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 062-22 offer by filling out the form available at <https://www.irbllleida.org/ca/job-application/> and attaching a CV and a cover letter.

Selection process schedule for reference 062-22	
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"> <li>- Interview of the pre-selected candidates</li> <li>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position</li> </ul>
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
<b>Express selection process</b>	
<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.irblleida.org/en/legal-notice/>

---

**IRBLleida 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. 40 points

Valued:

- Master's or postgraduate training in the field of biomedical or related sciences would be an asset. 10 points
- A doctorate in biomedical or related sciences would be an asset. 10 points
- Proven professional experience, minimum 5 years in the coordination of a Department. 10 points
- Experience as head of department in a scientific or research organisation, performing the duties of the job and interacting with other organisations, research staff and stakeholders would be an asset. 10 points

c) Competence test or interview 30 points