

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Technician for the Human Resources and Public Procurement Department -

The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

The Biomedical Research Institute of Lleida ([IRBLleida](#)) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital - [HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa María University Hospital - HUSM, Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute ([IIS](#)) recognized 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 of the person hired:

- Technician

Requirements (excluding applications that do not complete this section):

- Degree in Law, RRLI, Labour Sciences, or other degrees related to the area in question.

These requirements must be met at the beginning of participation in the program.

Context and tasks to be developed:

The person applying for this position will join the HR and Public Procurement Department and will perform the following functions:

HR

- Selection processes, Onboarding and Offboarding.
- Administrative management of labour recruitment (registrations and deregistrations).
- Management of the administrative procedures of the employee's life (incidences, IT leaves, pregnancy risk, maternity, work accidents...).
- Payroll payment management.
- Management and maintenance of contracted staff in the computer programme.
- Attention to the staff for the resolution of their incidents.
- Processing of compatibility files.
- Supervision of the clocking-in system via specific software.
- Calculation of hours worked by the staff and control of compensable hours.
- Support in the management and review of the HRS4R Human Resources Plan actions.
- Management of Occupational Risk Prevention activities (document control, organisation of medical check-ups, etc.).
- Management of company coordination of Risk Prevention with other entities.
- Management of data protection documents.
- Support in the management and supervision of compliance with the Equality Plan.
- Administrative management of trainees.

- Keeping the documentation associated with different HR processes up to date, following the established quality requirements.

PUBLIC PROCUREMENT

- Preparation of the documentation for the tender dossier.
- Publication of tenders on the Public Procurement Platform of the Generalitat de Catalunya.
- Management of the reception and custody of bids, verification of the administrative documentation received, opening minutes, filing of the documentation...
- Monitoring and control of pending tenders and formalised contracts.
- Control of guarantee returns.
- Keeping the documentation associated with different public procurement processes up to date, following the established quality requirements.
- In general, collaborate and carry out all administrative tasks assigned by the person in charge.

Desirable but not required/ Nice to have

- Master's degree in human resources and/or public procurement.
- Knowledge of Catalan and Spanish (level C2).
- Knowledge of English (minimum level B2).
- Office automation: User of office package with Windows environment.
- Experience performing similar functions in an HR department.
- Experience in the management of public tenders.
- Organisational skills.
- Adaptation to change.
- Communication skills.
- Empathy.

The Offer – Working Conditions

- Type of contract: Indefinite with 6 months probationary period.
- Scheduled start date: Immediate
- Working hours: Full time of 37.5 hours per week.

- Remuneration: To be determined, according to the category indicated in our salary tables, depending on the experience and value of the person selected.

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. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Public holidays falling on a Saturday or Sunday are moved to the Monday immediately following or the Friday immediately preceding.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae with contact details and national identity card number.
- The deadline for submission will end on 22 February 2023 at 14.00 h.

Those interested can apply for the offer by filling in the form (<https://www.irblleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 009 -23.

Selection process schedule for reference 009-23	
Minimum 15 days	Publication and dissemination of the job offer: IRBLleida website, "Empléate" portal, social networks, other employment websites depending on the vacancy 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. IRBLleida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

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**.

L'IRB Lleida es compromet amb els principis de reclutament i transparència basats en mèrits (OTM-R) d'acord amb els requisits de segell HRS4R

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Scientific Director of the Institut de Recerca Biomèdica de Lleida
 - Dr. Diego Arango

CHAIRS

- IRBLleida Manager
 - Ms. Eva López

SECRETARY

- Head of Human Resources and Public Procurement at IRBLleida
 - Ms. Elena Moscatel

ANNEX II: SCALE OF MERITS

a) Academic curriculum and complementary training - 50 points

Valued:

- Master's degree in human resources. 20 points
- Master's degree in public procurement. 20 points
- Knowledge of Catalan and Spanish (level C2). 5 points
- Knowledge of English (minimum level B2). 5 points

b) Certified professional experience - 30 points

Valued:

- Office automation: User of office package with Windows environment. 2,5 points
- ACTIC medium certificate (level 2) 2,5 points
- Experience performing similar functions in an HR department. 12,5 points
- Experience in managing public tenders. 12,5 points

c) Competence test or interview - 20 points

Any application that does not obtain a score of more than 50 points will not be considered.

Information clause on the processing of personal data

Responsible party: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré (IRBLleida).

Purpose: Management of job offers.

Legitimation: The legal basis of the processing is the carrying out of a selection process to fill a job vacancy.

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

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

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

The data provided by applicants will be incorporated into the processing system owned by IRBLleida in order to manage and resolve the selection process, and will be processed in a lawful, fair, transparent, adequate, relevant, limited, accurate and up-to-date manner, in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and Organic Law 3/2018, of 5 December (LOPDGDD). The legal basis for the processing of data is the fulfilment of a legal obligation on the part of the controller reinforced with the consent of the data subject.

This data must be kept for the period of time strictly necessary to fulfil the aforementioned purpose, respecting in all cases the period determined by these rules and regulations governing the call for applications and the applicable archiving regulations.

The IRBLleida must communicate the data of the beneficiaries of the contracts to the Agency for the Management of University and Research Grants so that it can exercise its powers of management control as an entity attached to this Department.

Certain data may also be communicated to third parties in the public or private sphere, either because the intervention of these entities in the course of the aid management process may be necessary because it is correctly resolved, or because it is provided for in a regulation with the status of law.

As long as the interested party does not communicate otherwise, it will be understood that their details have not been modified and that they undertake to notify the IRBLleida of any variation.

Applicants and contracted persons may exercise their rights of access, rectification, limitation of processing, suppression, opposition to the processing of their data or exercise their right to portability by writing to IRBLleida (Avda. Rovira Roure, 80, 25198 Lleida), to the e-mail address protecciodedades@irbllleida.cat or to the IRBLleida's Data Protection Delegate, dpd@ticsalutsocial.cat. You must attach a photocopy of your ID card or sign the e-mail with a recognised electronic signature. In the event of disagreement with the processing, you also have the right to lodge a complaint with the Catalan Data Protection Authority.