

Reference: 049-23

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Head of Projects Unit -

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:

- Head of Projects Unit

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

- Degree, diploma or bachelor's degree studies related to the area you occupy

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

Context and tasks to be developed:

The successful candidate will perform the following tasks for the Projects Department:

- 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 IRBLleida's strategic plan.
- Coordinate the pre-award process, through the search and dissemination of national and international calls for proposals, 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.
- Supervise the post-award process once the projects have been awarded, including the monitoring of economic management, with the aim of ensuring the administration of project funding, according to the standards established by the funding bodies.
- Coordinate the relationship with researchers, promoting and encouraging their participation in R+D+I projects, supporting them in the assessment 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.

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- 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 about the proposals and their management, as well as the preparation of the prioritisation of the different calls, 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 projects.
- To coordinate the drafting of 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, with the purpose of ensuring the achievement of the objectives of IRBLeida, complying with the legislation in force according to the matter in which he/she participates.

Desirable but not required/ Nice to have

- 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, at least 2 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
- Workday: Full 37.5 hours per week.
- Remuneration: To be determined in accordance with the IRB Lleida salary table, according to experience and value.

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 IRB Lleida 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.
- Holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- 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.
- The deadline for submission will end on 1 December 2023 at 14.00 hours.

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Those interested can apply for the offer by filling in the form (<https://www.irbllleida.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 049 -23.

Selection process schedule for reference 049-23	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida 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. IRBLeida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

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

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ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Director of IRBLeida
 - Dr. Diego Arango

CHAIRS

- Manager IRBLeida
 - Sra. Eva López

- Deputy Scientific Director IRBLeida
 - Dr. Joan Sayós

SECRETARY

- IRBLeida HR manager
 - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training – 40 points.

Valued:

- Catalan and Spanish equivalent to level C2. English equivalent to level C1.. 10 points
- Master's or postgraduate training in the field of biomedical or related sciences would be an asset. 15 points
- PhD in the field of biomedical or related sciences would be an asset. 15 points

b) Certified professional experience. 40 points

Valued:

- Accredited professional experience, minimum 5 years in the coordination of a Department. 15 points
- 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. 25 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.

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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.irblleida.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.

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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.