Reference: 017-21

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Management secretary -

The Institute

IRBLleida acts as a cluster of all biomedical research carried out in Lleida and belongs to two players that conduct health research and implement innovation policies:

- The University of Lleida (UDL) includes researchers from the Faculties of Medicine, Nursing and Physiotherapy.
- The Department of Health, includes researchers from the Arnau de Vilanova University Hospital (HUAV), Santa María University Hospital (HUSM), the Catalan Health Institute (ICS) and the Lleida Primary Care and Community.

The IRBLleida is a CERCA centre, a member of the biocluster supported and supervised by the Autonomous Government of Catalonia and it is also accredited as a Centre of Excellence by the Carlos III Health Institute (funded by Spanish Government). In addition, it interacts in the region with the Institute for Innovation and Research in Sustainability (Inspires), the Technological Centre of Catalonia (EURECAT), the Scientific and Technological Agri-Food Park of Lleida and with Agrotecnio, the Centre for Research in Agriculture, Animal Production And Food Technology of the ETSEA campus of the University of Lleida.

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

Must Have:

- University training

Main duties/responsibilities

HR EXCELLENCE IN RESEARCH

The selected candidate will join the Biomedical Research Institute of Lleida to fill a position of Senior Research Technician G1, corresponding to those provided for in Article 19.9 of Law 6/2018, of July 3, 2018 General State Budget (LPGE 2018). Said Law authorizes an additional rate for the stabilization of temporary jobs that includes positions of a structural nature that, being provided for in the budget, have been occupied temporarily and uninterruptedly for at least the three years prior to December 31, 2017.

The stabilization of this position was approved in Agreement of the IRBLleida Board of Trustees on December 28, 2018.

The successful candidate will perform the following management and administrative support tasks:

- Agenda of the director, deputy director and manager, organization of meetings and processing of emails.
- Maintenance and updating of the database (Fundanet) of contracts, agreements, agreements and files in general.
- Updating the catalogue of entities of the Public Sector Registry of the Generalitat de Catalunya.
- Maintenance of the register of minutes of meetings of the Board of Trustees, delegated commissions, committees, institutional documents and other documents.
- Maintenance of the acceptance of office of the Trustees.
- Management of the formalities derived from the meetings of the Board of Trustees and delegated commissions: public elevation of powers of attorney, changes to the Statutes, and others derived from these meetings.
- Supervision of reservations and travel expenses, reimbursements and catering.
- Coordination of internal meetings (Board of Trustees, delegated commissions and other committees), office meetings and signing of documents.
- Incoming and outgoing documents and processing of requests.
- Executive support for delegated tasks.
- Support in the general filing of documentation.

Desirable but not required/ Nice to have

- CFGS Secretarial Technician
- Postgraduate/ Master's degree related to the area he/she is working in.
- High level of spoken and written Catalan and Spanish.
- English, minimum level B2
- Previous experience as a management secretary in a research centre
- Previous experience performing management secretary tasks
- High level of office automation

The Offer – Working Conditions

- Type of contract: Indefinite-term employement
- Workweek: 37.5 hours per week
- Salary: 27.000 euros gross salary / year with the employer fee NOT included.

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
- A complete CV including contact details and National Identity Document number

Deadline: Please submit your application by 22th June 2021. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 017-21 job 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 017-21	
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: - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position - Communication of the selected candidate to HR
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
Express selection process	
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. This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.	

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

- Institut de Recerca Biomèdica de Lleida Principal Investigator
    - Diego Arango del Corro

CHAIRS

- Manager of IRBLleida
    - Sr. Joan Vives

- Head of Administration, Finance and Human Resources Department of IRBLleida
    - Sra. Eva López

SECRETARY

- IRBLleida HR Manager
    - Elena Moscatel Mendelsohn

ANNEX II: SCORE OF MERITS AND SELECTION BOARD

SCORE OF MERITS

a) Academic curriculum and complementary training: academic record of the degree. 50 points.

Valued:

- CFGS Secretarial Technician — 20 points
- Postgraduate/ Master's degree related to the area he/she is working in — 20 points
- High level of spoken and written Catalan and Spanish — 5 points
- English, minimum level B2 — 5 points

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b) Certified professional experience. 35 points

- Demonstrable experience as a management secretary in a research centre (more than 1 year) — 20 points
- Demonstrable experience as a management secretary (more than 3 years) — 10 points
- High level of office automation — 5 points

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c) Competency test or interview. — 15 points