

## JOB OFFER

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**Lleida Biomedical Research Institute is recruiting a:**

**- Senior Administrative -**

### 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 Administrative

### Must Have

- Administrative higher grade training cycle or baccalaureate.
- Minimum 4 years of experience in administrative tasks

### **Main duties/responsibilities**

The selected person will join the team of the research group "Translational research in respiratory medicine" of the IRBLeida as a Senior Administrative Officer and will assume the following tasks, which will be developed at the University Hospital of Guadalajara for the management of a joint project (B100117):

- Study database management.
- Study monitoring tasks
- Electronic CRD completion.
- Document management
- Management of personnel assigned to the project
- Project accounting management

### **Desirable but not required/ Nice to have**

- English (Minimum Level B2) or equivalent, allowing the handling of documents related to the project in this language
- High level of office automation. Elaboration, treatment and processing of work documents, handling of spreadsheets, Access and management of presentations and graphics
- High level in accounting and administrative management
- Professional experience as an administrator, being positively valued if experience in the scientific-health field is accredited
- Experience in personnel management
- Previous experience in coordination and collaboration tasks in clinical trials: experience in CRO tasks (clinical trial monitoring) and experience in the management of electronic data collection notebooks-CRDs
- Previous experience in Sleep Apnea research

### **The Offer – Working Conditions**

- Type of contract: Temporary contract
- Duration of the contract: From July 14, 2021 to July 13, 2022

- Workweek: Part-time 28.12 hours per week, on loan from Monday to Thursday from 8:00 a.m. to 1:30 p.m. and Friday from 8:00 a.m. to 2:07 p.m.
- Salary: 15.000 € 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 IRBLeida 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 July 6, 2021. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 020-21 offer by filling out the form available at <https://www.irbllleida.org/ca/job-application/> and attaching a CV and a cover letter.

<b>Selection process schedule for reference 020-21</b>	
15 days	Publication and dissemination of the job offer: IRBLeida 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> <li>- Communication of the selected candidate to HR</li> </ul>
Next 5 working days	Completion of the paperwork required to formalize the employment contract
July 2021	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.irbllleida.org/en/legal-notice/>

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**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**

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### **PRESIDENT**

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

### **CHAIRS**

- IRBLleida Researcher
  - Dr. Ferran Barbé

### **SECRETARY**

- IRBLleida HR manager
  - Ms. Elena Moscatel Mendelsohn

### ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training: academic record of the degree. 30 points.

Valued:

- English language skills (minimum level B2 or equivalent) 10 points
- High level of office automation (document treatment and processing, spreadsheets, Access, presentation and graphic management). 10 points
- High level in accounting and administrative management 10 points

b) Certified professional experience. 50 points

- Professional administrative experience - 3 points per additional year (maximum 5 years) 15 points
- Professional experience as an administrator in the health science field 10 points
- Experience in personnel management 10 points
- Previous experience in coordination and collaboration tasks in EECC 10 points
- Previous research experience in sleep apnea 5 points

c) Competence test or interview - 20 points

The knowledge and training carried out by the candidate related to the description of the job offer will be evaluated