**Reference: 024-21**

# JOB OFFER

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

**- Clinical Trials 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:**

- Clinical Trials Administrative

**Must Have:**

- Minimum training: Higher Level Training Cycle related to the area you occupy.

**Main duties/responsibilities**

HR EXCELLENCE IN RESEARCH

The candidate will join the IRBLleida management office team as a Clinical Trials administrative and will assume the following tasks under the direction of the Administration, Finance and Human Resources Department of the Institute's Management office:

- Administrative management of clinical trials
- Communication and Coordination with the different agents involved in clinical trials: research staff, clinical trial coordinators, sponsor staff, CEIC, clinical services, etc.
- Drafting, review and negotiation of clinical trial contracts
- Control and economic monitoring of clinical trials
- Registration and maintenance of the clinical trials database
- Invoicing, accounting, control and claims collection of clinical trials invoices
- Exploitation of clinical trial data/indicators
- Other administrative and managerial tasks inherent to the job position

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

- Training related to the field of Clinical Trials.
- Knowledge of research project management
- Knowledge of clinical trial management
- Management of the office environment (Excel, Word and PowerPoint) and databases
- Catalan and Spanish spoken and written fluently and fluently
- English (Minimum level B2)

**The Offer – Working Conditions**

- Type of contract: Part-time temporary contract.
- Duration of the contract: 6 months.
- Workweek: 37.5 hours per week
- Salary: 18.000 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 14th July 2021. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 024-21 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 024-21** | |
|---|---|
| 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:<br>- Interview of the pre-selected candidates<br>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position<br>- Communication of the selected candidate to HR |

| | |
|---|---|
| Next 5 working days | Completion of the paperwork required to formalize the employment contract |
| September, 6th | 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.**

HR EXCELLENCE IN RESEARCH

## ANNEX I: SELECTION COMMITTEE

### PRESIDENT

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

### CHAIRS

- IRBLleida General Manager
  - Sr. Joan Vives

- IRBLleida administration, finance and HR department Department Manager
  - 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. 60 points.

Valued:

- Training related to the field of Clinical Trials — 25 points
- English Level B2 — 10 points
- Catalan and Spanish spoken and written fluently and correctly — 5 points
- Knowledge of research project management — 10 points
- Knowledge of clinical trial management — 10 points

---

b) Certified professional experience. 20 points

- Work experience in research centres — 10 points
- Management of the office environment (Excel, Word and Power Point) and databases — 10 points

---

c) Competency test or interview. — 20 points