

## JOB OFFER

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Lleida Biomedical Research Institute is recruiting a:

- Senior Administrative for the HR and Public Procurement Department -

### The Institute

The IRBLleida aims to promote, develop, transfer, manage and disseminate research excellence, scientific and technological knowledge, teaching and training in the field of life sciences and health. To this end, it promotes relations and the exchange of knowledge between the research staff and research groups belonging to the various centres and entities in the biomedical field, which operate mainly in the Lleida area; it promotes collaboration with other institutions and entities, prioritising the implementation of joint projects; it raises funds to finance research activities of excellence of interest to the aforementioned centres and devices; and it manages the research resources entrusted to it by the various institutions and entities that form part of it. Within the territorial environment, it collaborates closely with:

- The [University of Lleida](#) (UdL) includes researchers from the Faculties of Medicine and Nursing and Physiotherapy.
- The Catalan [Healthcare system](#) includes healthcare staff from:
  - [Catalan Health Institute \(ICS\)](#): [Arnau de Vilanova University Hospital](#) (HUAV), [the Lleida Primary Care and Community](#) and [Primary Care in the Alt Pirineu-Aran Health Region](#)
  - [Gestió de Serveis Sanitaris](#) (GSS): [Santa María University Hospital](#) (HUSM), [Pallars Regional Hospital](#) and [Mental Health](#), among others.

The IRBLleida is a [CERCA](#) institute with its own legal status: Fundació Institució dels Centres de Recerca de Catalunya (I-CERCA) de Catalunya, which is organised according to a model of good governance and operation that ensures efficiency, management flexibility, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS) accredited 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:

- Senior Administrative

## Must Have

- Higher level training course or equivalent.

## Main duties/responsibilities

The person who applies for this position will provide support to the person responsible for HR and public procurement in the execution of the following functions:

### HR

- Selection processes, Onboarding and Offboarding.
- Administrative management of employment contracting (registrations and cancellations).
- Management of the administrative procedures of the employee's life (incidents, IT leave, pregnancy risk, maternity, accidents at work...).
- 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

### Public procurement

- Preparation of 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, archiving of documentation, etc.
- Monitoring and control of pending tenders and formalized contracts.
- Control of the return of guarantees.

In general, collaborate and carry out all administrative tasks entrusted to him/her by the person in charge.

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

- Accredited training related to 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 performing public procurement management tasks.
- Organisational skills.
- Adaptation to change.
- Communication skills.
- Empathy.

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

- Type of contract: Indefinite with 6 months probationary period.
- Planned start date: Immediate.
- Working day: Full 37.5 hours per week.
- Remuneration: 20.000 € gross / year NOT including employer's social security contributions

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 June 24, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 024-22 offer by filling out the form available at <https://www.irbllleida.org/ca/job-application/> and attaching a CV and a cover letter.

| Selection process schedule for reference 024-22  |  |
|--|--|
| 15 days  | Publication and dissemination of the job offer: IRB Lleida 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  |
| 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.

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/>

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**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

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### PRESIDENT

- IRBLeida Scientific director
  - Dr. Diego Arango

### CHAIRS

- Manager IRBLeida
  - Sra. Eva López
- IRBLeida Accounting and finance manager
  - Sra. Silvia Aresté

### SECRETARY

- IRBLeida HR and procurement manager
  - Ms. Elena Moscatel

### ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training - 35 points.

Valued:

- Accredited training, related to human resources and/or public procurement. 20 points
- Knowledge of Catalan and Spanish (level C2). 10 points
- Knowledge of English (minimum level B2). 5 points

b) Certified professional experience. 35 points

- Office automation: User of office package in Windows environment. 5 points
- Experience performing similar functions in an HR department. 15 points
- Experience performing public procurement management tasks 15 points

c) Competence test or interview – 30 points

**Applications that do not exceed 50% of the maximum score will be rejected.**