

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- **Administrative Assistant** -

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:

- Administrative Assistant.

Requirements and characteristics to be met:

- Professional Training Degree in Administration and Management and / or Administrative Management, professional profile in the Health Field.
- Knowledge of languages: Catalan, Spanish and English.

Functions:

The selected person will join the Biomedical Research Institute of Lleida (IRBLleida) to fill a post of Administrative Assistant of the R+D+I Management Department of the IRBLleida's management office, corresponding to those provided for in DA 6.^a of Law 20/2021, of 28 December, on urgent measures for the reduction of temporary employment in public employment. This law authorises the call for the stabilisation, on an exceptional basis and in accordance with the provisions of article 61.6 and 7 of the TREBEP, by means of the competition system, of those positions which, meeting the requirements established in article 2.1, had been occupied on an uninterrupted temporary basis prior to 1 January 2016.

The stabilisation of this post was approved in the Agreement of the IRBLleida Board of Trustees on 3 June 2022.

The selected person will assume the tasks of an administrative assistant for the R+D+I Management Department of the IRBLleida management office. The tasks performed will consist of:

- Búsqueda y difusión de convocatorias nacional e internacionales.
- Recopilación, preparación y entrega de indicadores de producción.
- Seguimiento, recepción y entrega de datos por evaluación de grupos.
- Colaboración en la elaboración de la Memoria Científica.
- Apertura y cierre administrativo de proyectos de investigación.
- Apoyo en la justificación económica de proyectos de investigación.
- Apoyo en la evaluación de convocatorias internas.
- Etiquetado, seguimiento y baja de equipamiento inventariable.
- Gestión de adscripciones en el centro: mantenimiento del listado de adscritos, comunicación con otros centros para comprobar listados, solicitud de información a los investigadores, registro de documentación para tramitar adscripción.

Desirable but not required/ Nice to have

- Ofimàtica: Usuario de paquete office con entorno Windows.
- Gestión de listas de correos.
- Experiencia en tareas de gestión administrativa en el ámbito de investigación.
- Capacidad de análisis, aprendizaje y adaptación a los cambios.
- Persona responsable, organizada, planificada y metódica.
- Capacidad de trabajo en equipo.

The Offer – Working Conditions

- Type of contract: Indefinite
- Planned start date: Immediate
- Workday: Full-time 37.5 hours per week
- Remuneration: 15.000 euros gross / year

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 July 07, 2022. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 030-22 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 030-22	
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"> - 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	
<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/>

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 Scientific Director
 - Dr. Diego Arango del Corro

CHAIRS

- IRBLleida Manager
 - Mrs. Eva López

- Head of the R+D+I Management Department at IRBLleida
 - Dr. Serafí Cambray

- Deputy Director of IRBLleida
 - Dr. Joan Sayós

SECRETARY

- IRBLleida HR manager
 - Mrs. Elena Moscatel Mendelsohn

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training - 45 points.

Valued:

- Accredited level of Catalan
 - B1 5 points
 - B2 10 points
 - C 15 points

- Accredited level of English
 - B1 5 points
 - B2 10 points
 - C 15 points

- Duly certified office automation courses of more than 5 hours - 5 points per course, maximum 3 courses. 15 points

b) Certified professional experience - 35 points

- Experience in administrative management tasks in the field of research - 5 points per year, maximum 2 years 10 points
- Experience in administrative management tasks in other areas - 3 points per year, maximum 5 years 15 points
- Experience in the use of the FUNDANET management program 10 points

c) Competence test or interview - 20 points

Criteria subject to a value judgement will be assessed on the basis of the candidate's knowledge and training related to the job description will be evaluated.

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