

Reference: 054-23

## JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Technical secretary -

### The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

The Biomedical Research Institute of Lleida ([IRBLleida](#)) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital - [HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa María University Hospital - HUSM, Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute ([IIS](#)) recognized 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 of the person hired:**

- Technical secretariat technician

**Requirements (excluding applications that do not complete this section):**

Be in possession of an official university degree, university graduate or university diploma or equivalent qualification that enables them to carry out the duties of the corresponding post.

The document certifying the required academic qualification may be replaced by the document certifying payment of the fee required for its issue. In the case of a qualification obtained abroad, the corresponding homologation from the Ministry of Universities must be provided or the academic qualification translated by a sworn interpreter with the recognition of the qualification to exercise the profession that is the object of the call for applications.

These requirements must be met at the beginning of participation in the program.

**Context and tasks to be developed:**

The person selected will join the IRB Lleida to fill a post of technician in the technical secretariat corresponding to those provided for in Royal Decree Law 32/2021, of 28 December, on urgent measures for labour reform, the guarantee of employment stability and the transformation of the labour market. This Royal Decree-Law has highlighted the need to incorporate the temporary positions occupied by temporary staff into the structural staff because the functions assigned to them form part of the ordinary and habitual activity, given that they have exceeded their strictly temporary dimension or have lost their own autonomy and substantive nature. For this reason, it is necessary to promote the structural dimensioning of these posts, which can no longer be considered temporary and be filled under a temporary employment regime, in accordance with the new regulatory framework for temporary contracts established in the Workers' Statute.

Likewise, insofar as the services provided in these posts cannot be covered by a redistribution of staff or other measures of rationalisation and organisation of human resources; and given that their structuring

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cannot be carried out within the framework of the budget staffing table established in the staff annex of the budget for 2022, it is necessary to increase the budget staffing table, in accordance with the provisions of article 36. 3 of the Law of budgets of the Generalitat of Catalonia for 2022, respecting the jobs that can be incorporated into the public employment offer, in accordance with the ordinary replacement rate for 2022 regulated in Law 22/2021, of 28 December, on general State budgets for the year 2022 and the specific replacement rate authorised by the Ministry of Finance and Public Function, in accordance with the fourth additional provision of Royal Decree Law 32/2021, of 28 December.

The stabilisation of this post was approved in the Agreement of the Board of Trustees of the IRBLeida on 3 June 2022 and by means of Agreement GOV/241/2022, of 22 November, which authorises the increase in the budgetary staff of several public sector entities of the Administration of the Generalitat in application of the labour reform and for the reduction of the temporary nature of public employment.

The person selected will be based at the IRBLeida management office, and his/her duties will be as follows:

- Knowledge management
  - o Coordination of the preparation and sending of indicators requested by different entities.
  - o Collaboration in the study and establishment of criteria for registering data in the computer system in order to obtain indicators.
  - o Design of the facilitating tools for obtaining indicators, such as Fundanet and Power BI.
- Quality policy
  - o Active member and promoter of the institute's Quality Commission.
  - o Participation in the implementation and maintenance of quality accreditation in the management of the institute.
  - o Review of the different documents of the institute's Quality Plan: Process map, process sheets, Quality Policy.
  - o Recording and monitoring of non-conformities.
  - o Sending of the different quality surveys defined in the Quality Plan.
  - o Preparation of the Institute's annual quality report.
- Participation in the design, implementation and monitoring of the centre's strategic planning, including the Institute's five-year strategic plan, the Innovation plan, the Scientific and Technical Services plan, equality, human resources (HRS4R), open science and internationalisation, among others.
- Continuous training of the Institute's staff

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- Participation in the detection of staff training needs.
- Drawing up and management of the Training Plan and monitoring and evaluation of the results.
- Participation in the organisation of the courses established in the Training Plan and issuance.
- Support in the preparation of meetings of the management team (including the Internal Scientific Committee, External Scientific Committee, Delegate Commission and Board of Trustees), and institutional events (including the annual symposium and the IRBLleida faculty retreat).
- Active collaboration with the Management in the different accreditation processes of the Institute: CERCA, Instituto de Salud Carlos III and HRS4R, among others.
- Resolving all possible issues within his/her area of responsibility, and proposing alternatives for resolving issues that go beyond his/her scope of decision-making.
- Any other task entrusted to him/her by his/her superiors, within the functions of his/her professional category and technical preparation.

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

- Previous experience in a technical secretariat position.
- Knowledge of design and project management methodologies.
- Experience and knowledge of continuous improvement processes.
- Knowledge of the environment of a research institution.
- Academic qualifications in the scientific field.
- Possession of a doctorate degree.
- Demonstrable high level of proficiency in English.

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

- Type of contract: Indefinite
- Professional category: Technician
- Planned start date: Immediate
- Workday: Full time 37.50 hours per week
- Remuneration: 27.810 euros gross per annum

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](#).

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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. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

**Documents and application deadline:**

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 15 January 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 054 -23.

<b>Selection process schedule for reference 054-23</b>	
Minimum 15 days	Publication and dissemination of the job offer: IRBLleida website, "Empléate" portal, social networks, other employment websites depending on the vacancy 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</li></ul>

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	minutes certifying the candidate awarded with the position
Next 5 working days	Completion of the paperwork required to formalize the employment contract
January 2024	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. IRBLeida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

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**.

**L'IRBLeida es compromet amb els principis de reclutament i transparència basats en mèrits (OTM-R) d'acord amb els requisits de segell HRS4R**

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## **ANNEX I: SELECTION COMMITTEE**

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### **PRESIDENT**

- Director of IRBLeida: Dr. Diego Arango del Corro

### **CHAIRS**

- IRBLeida Deputy Director: Dr. Joan Sayos Ortega
- Manager IRBLeida: Ms. Eva López
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### **SECRETARY**

- Head of Human Resources and Legal Department of IRBLeida: Ms. Elena Moscatel

### ANNEX III: SCALE OF MERITS

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#### a) Academic curriculum and complementary training – 40 points

Valued:

- Academic qualifications in the scientific field 10 points
- Holding a doctorate qualification 10 points
- Academic qualification in project management and design 10 points
- Demonstrable high level of proficiency in English 10 points

#### b) Certified professional experience. 40 points

Valued:

- Previous experience in a technical secretariat position or similar 10 points
- Experience with project design and management 10 points
- Experience and knowledge of continuous improvement processes 10 points
- Knowledge of the research institution environment 10 points

#### c) Competence test or interview - 20 points

**Any application that does not obtain a score of more than 50 points will not be considered.**



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## Information clause on the processing of personal data

### Responsible for the processing

Identity: **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA)**

TAX ID: G25314394

Address: Avda. Alcalde Rovira Roure nº80, 25198, Lleida

E-mail: [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat)

### Purpose of data processing and conservation

At the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (hereinafter referred to as IRBLLLEIDA)** we process the information you provide as an interested party in order to manage the processing of your CV and application.

The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until the interested party objects to their processing.

### Legitimation for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA**.

### Recipients of your data

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, your data will not be communicated to third parties.

### Rights of interested parties

The owners of the data processed by IRBLLLEIDA have the right at all times to access their data, rectify it, oppose its processing or delete it if they believe it is no longer necessary for the purposes for which it was collected. In addition, if you wish, you may request the portability of your data and limitation of their processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke your consent at any time.

To exercise these rights, you may contact **IRBLLLEIDA** by e-mail at [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat). Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.