

Reference: 017-24

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Technician for the Human Resources and Legal Departments -

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:

- Technician

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

- Degree in Law, RRL, Labor Sciences, or other degrees related to the area he/she works in.

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

Context and tasks to be developed:

The person who applies for this position will join the HR and Legal Department and will perform the following functions:

HR

- Selection processes, Onboarding and Offboarding.
- Administrative management of labor recruitment (registrations and cancellations).
- Management of the administrative procedures of the employee's life (incidences, leaves IT, risk pregnancy, maternity, labor accidents...).
- Payroll payment management.
- Management and maintenance of the personnel hired in the computer program.
- Attention to the staff for the resolution of their incidents.
- Processing of compatibility files.
- Supervision of the clocking 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, organization of medical examinations, etc.).
- Management of business 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 interns.

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- Maintain updated documentation associated with different HR processes following the established quality requirements.

LEGAL

Public procurement procedures:

- Preparation of the 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...
- Monitoring and control of pending tenders and formalized contracts.
- Control of warranty returns.
- Keeping updated the documentation associated with different public procurement processes following the established quality requirements.

Review of agreements, contracts and other documentation.

In general, collaborate and execute all those tasks assigned by the head of the department.

Desirable but not required/ Nice to have

- Master's degree in human resources and/or administrative law or related disciplines.
- 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 similar functions in a legal department.
- Organizational skills.
- Adaptation to change.
- Communication skills.

The Offer – Working Conditions

- Type of contract: Indefinite term with 6 months probationary period.
- Expected start date: Immediate
- Workday: Full 37.5 hours per week
- Remuneration: To be determined, according to the category indicated in our salary tables, depending on the experience and value of the selected person.

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. 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 24 april 2024 at 14.00 hours.

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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 017 -24.

Selection process schedule for reference 017-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida 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"> - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position
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. IRBLeida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

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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'IRB Lleida 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

PRESIDENT

- Scientific Director of the Institute of Biomedical Research of Lleida
 - Dr. Diego Arango

CHAIRS

- IRBLeida Manager
 - Ms. Eva López

- IRBLeida's HR and Legal Manager
 - Ms. Elena Moscatel

SECRETARY

- IRBLeida HR and Legal Technician
 - Ms. Sara Palau

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training – 50 points.

Valued:

- Master's degree related to the field of human resources or related disciplines. 20 points
- Master's degree related to public administration law or related disciplines. 20 points
- Knowledge of Catalan and Spanish (level C2). 5 points
- Knowledge of English (minimum level B2). 5 points

b) Certified professional experience. 30 points

Valued:

- Experience performing similar tasks and functions in an HR department. 15 points
- Experience performing similar tasks and functions in the management of public and legal tenders. 15 points

c) Competence test or interview - 20 points

Criteria subject to a value judgment will be evaluated

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

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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

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. Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.