



WE ARE LOOKING FOR...

**TECHNICIAN FOR THE LEGAL AND HUMAN RESOURCES
DEPARTMENT**

The Institute

The Institute of Biomedical Research of Lleida, Dr. Pifarré Foundation (IRBLleida) was created 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.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups of:

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 guarantees efficiency, management flexibility, talent attraction 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).



HR EXCELLENCE IN RESEARCH

Please, [check out our Recruitment Policy](#)

Professional profile of the person hired:

Administrative technician

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

Degree in Law, RRLL, 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 People and Legal Department and will perform the following functions:

People area

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

Legal area

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

Knowledge

- Master's degree in human resources and/or administrative law or related disciplines.
- Master's degree related to public administration law or related disciplines.
- Knowledge of English (minimum level B2).
- Office automation: User of office package with Windows environment.

Experience

- Experience in payroll management and review.
- Experience in the control of clocking systems.
- Experience carrying out tasks in the field of Occupational Risk Prevention.
- Experience managing public tenders.
- Experience drafting and reviewing agreements and contracts.
- Experience in tasks similar to the job offered.

Competencies

- Organizational skills.
- Time management and task prioritization.
- Adaptation to change.
- Communication skills.
- Work under pressure and stress management.

What we offer

- ✓ Permanent contract with 6 months probationary period.
- ✓ Immediate incorporation.
- ✓ Full time (37.5 hours per week).

- ✓ Remuneration to be determined, according to the category indicated in our salary table, depending on the experience and value of the selected person.

| Level | Category | Base Salary or fixed anual remuneration |
|-------|-------------------|---|
| 6 | Senior technician | 28.503,90 € |
| 5 | Technician | 25.336,80 € |
| 4 | Junior technician | 22.169,70 € |

Why work with IRBLleida?



We provide a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To consult 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.



Reconciliation of work and family life and the possibility of benefiting 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 5 November 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 060 -24.

| Selection process schedule for reference 060-24 | |
|---|--|
| Minimum 15 days | Publication and dissemination of the job offer: IRBLeida website, REGIC 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 | |

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.

Regulation and normative principles

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. IRBLleida 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**.

IRBLleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the requirements of the HRS4 seal.

ANNEX I: SELECTION COMMITTEE

| | |
|-------------------|--|
| President | Dr. Diego Arango, Scientific Director |
| Chairs | Sra. Eva López, Manager |
| | Sra. Elena Moscatel, People Department and Legal Manager |
| Secretaria | Sra. Sara Palau, People Department and Legal Technician |

ANEX III. SCALE OF MERITS

| | |
|---|-------------------|
| Academic curriculum and complementary training | 20 points |
| • Master's degree related to the field of human resources or related disciplines. | 7,5 points |
| • Master's degree related to public administration law or related disciplines. | 7,5 points |
| • Knowledge of English (minimum level B2). | 2,5 points |
| • office automation | 2,5 points |
| Accredited professional experience | 60 points |
| • Experience in the management and review of payrolls | 10 points |
| • Experience in the control of clocking systems | 10 points |
| • Experience in tasks in the field of risk prevention | 10 points |
| • Experience in processing tenders | 10 points |
| • Experience in drafting and reviewing agreements and contracts | 10 points |
| • Experience in tasks similar to those of the work place. | 10 points |
| Competency test or interview | 20 points |
| • Criteria subject to a value judgment will be evaluated | 20 points |
| Maximun score | 100 points |

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