



WE ARE LOOKING FOR...

Strategic Support and Knowledge and Quality Management Technician

What do we offer?

Department	Technical Secretary
Type of contract	Indefinite with 6 months' probation period
Starting date	Immediate
Working hours	37.5 hours – Full-time
Category	Administrative technician
Remuneration	To be determined based on experience and worth

The Institute

The Institute for 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 behaviour 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 is part of research groups from the Faculties of Medicine and Nursing and Physiotherapy of the FGSHSCSP. On the other hand, we incorporate research groups of:

1. The Catalan Institute of Health ([ICS](#) both in the hospital setting (Arnau de Vilanova University Hospital-[WOW](#)) and [primary care in Lleida](#) and of the [Upper Pyrenees-Aran Health Region](#).

2. The healthcare provider [Healthcare Services Management \(GSS\); Santa Maria University Hospital-HUSM](#), [El Pallars Regional Hospital](#) i [Mental health](#), among others).



IRBLleida has been a CERCA institute since 2013, and therefore it is organised according to a model of good governance and operation that guarantees efficiency, flexibility in management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Health Research Institutes ([IIS](#)) Spaniards 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.



HR EXCELLENCE IN RESEARCH

In December 2014, the Institute for Biomedical Research of Lleida received the recognition '[HR Excellence in Research](#)' of the European Commission. This is a recognition of the Institute's commitment to developing a human resources strategy for researchers, designed to align practices and procedures with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers (Charter and Code).

Check out our [Recruitment Policy](#).

Professional profile of the person hired

Technical Secretary Technician

Requirements

Those candidatures that do not meet the requirements will be excluded

- University Studies of Bachelor's Degree, Diploma or equivalent
- Catalan and Spanish equivalent C2
- English equivalent C1

These requirements must be met at the beginning of the contract.

Context and tasks:

The selected person will have their job location in the IRBLeida Support Office, and their functions will include the following:

- Support to the Institute's Director
 - Active collaboration with the Management in the processes of different accreditations of the Institute: CERCA, Carlos III Health Institute and HRS4R, among others.
 - Support in the preparation of management team meetings (including the Internal Scientific Committee, External Scientific Committee, Executive Committee and Board of Trustees), and institutional events (including the annual symposium and the IRBLeida faculty retreat)
 - Participation in the design, implementation and monitoring of the centre's strategic planning, including the following plans: Five-year strategic plan of the Institute, Innovation, Scientific-technical Services, Equality, Human Resources (HRS4R), Open Science and internationalisation, among others.

- Knowledge management
 - Coordination of the preparation and submission of indicators requested by different entities.
 - Collaboration in the study and establishment of criteria for the recording of data in the computer system to obtain these indicators.
 - Design of facilitating tools to obtain indicators and help in decision-making, such as *Fundanet* and *Power BI*.
- Quality Policy
 - Active member and promoter of the Quality Commission of the Institute.
 - Maintenance of the institute's quality accreditation (ISO 9001:2015)
 - Review of the different documents of the Institute's Quality Plan: Process Map, Process Sheets, Quality Policy.
 - Registration and monitoring of non-conformities.
 - Sending of the different quality surveys defined in the Quality Plan.
 - Preparation of the Institute's annual quality report.
- Resolve all possible issues within their scope of responsibility and propose alternatives to resolve issues that exceed their decision-making scope.
- Any other task assigned within their area and technical preparation.

Desirable but not required/ Nice to have

Knowledge

- ✓ Academic qualification in the scientific field.
- ✓ To be in possession of PhD.
- ✓ High English level.
- ✓ High Excel and data management knowledge.
- ✓ Design and project management methodologies knowledge.
- ✓ Training in continuous improvement processes.

- ✓ Used to research institutions' environment

Experience

- ✓ Previous experience in a technical secretarial position
- ✓ Experience in continuous improvement processes
- ✓ Experience in design and project management

Competences

- ✓ Teamwork and individual skills
- ✓ Ability to self-manage and organize

Contract Specifications

- ✓ Indefinite contract with a 6-month probationary period.
- ✓ Immediate start.
- ✓ Full-time (37.5 hours per week).
- ✓ Remuneration to be determined, according to the category indicated in our salary tables, according to the experience and value of the selected person.

Technician C4	€31,924.37
Technician C3	€28,503.90
Technician C2	€25,336.80
Technician C1	€22,169.70

Why work at IRBLleida?



We offer a highly stimulating environment with state-of-the-art infrastructure.



We offer complementary training for all profiles. To view our training and development portfolio, please visit our website in the [formation](#).



We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion, or sexual orientation.



Work-life balance and the possibility of benefiting from flexible working hours. In addition, because of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for reasons of one's own health.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with a 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.

Application documents and deadline

Applications must be accompanied by:

- Cover letter
- Curriculum vitae

The deadline for submission will end on May 14th, 2025 at 2:00 p.m.

Applications received after the deadline/date will be automatically excluded.

Interested persons can apply for the offer by filling out the [form](#) and sending their CV and cover letter, indicating the name of the offer to which they are applying and the reference **022-25**.

Selection calendar for the reference process 022-25

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (by Research staff), "REGIC" portal, social networks, other employment websites depending on the position offered.
Maximum 2 working days following	Sending CVs to the Selection Committee
	Holding of the Selection Committee
Maximum 5 working days	<ul style="list-style-type: none"> - Interview with pre-selected candidates - Assessment and Award Record of the Selection Committee
Maximum 5 working days	Carrying out the necessary administrative procedures to formalise the employment contract
Approximate start of the contract	Immediate

Express Selection Process

In those cases, in which a worker must be replaced urgently, for example, to cover a sick leave, because for scientific reasons the incorporation has to take place on a specific day, because it is provided for in a resolution, etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all the phases of the process will be reduced, mainly the phase of publication of the job offer and submission of applications and the phase of evaluation and selection of personnel.

Regulation and normative principles

Recruitment will be carried out in accordance with the provisions **of Article 15 of Royal Legislative Decree 1/1995, of 24 March**, which approves the text of the Workers' Statute Law, 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 related 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 IRBLleida has a Equal opportunities plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

It takes into account the right 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 jobs, 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**.

Reservation of places for people with disabilities

In accordance with the provisions of Article 42 of Royal Legislative Decree 1/2013, of 29 November, which approves the Revised Text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, this call reserves a **percentage of no less than 2%** of the places to be filled by people who can prove a disability equal to or greater than 33%. Applicants who wish to opt for this reserve must submit the documentation accrediting their disability and, where appropriate, request the necessary adaptations to carry out the selective tests.

If the reserved places are not filled due to a lack of applicants who meet the requirements, they will be accumulated in the general access places.

****The text of this document has been written in Catalan, Spanish and English, considering the three versions as official, but in case of conflict the Catalan version will prevail.**

IRBLeida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements

ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

President	Dr. Diego Arango, Scientific Director of IRBLeida
Vocals	Dr. Joan Sayos, Deputy Scientific Director of IRBLeida
	Ms. Eva López, Manager of IRBLeida
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department

ANNEX II. MERIT SCALE

Academic curriculum and complementary training	50 points
• Knowledge of design methodologies and project management	15 points
• Training in continuous improvement processes	10 points
• English language level equivalent to C2	10 points
• Academic qualifications in the scientific field	5 points
• To be in possession of a doctoral degree	5 points
• Knowledge of the environment of a research institution	5 points
Accredited professional experience	30 points
• Previous experience in a technical secretarial position	10 points
• Experience in continuous improvement processes	10 points
• Experience in design and project management	10 points
Competency test or interview	20 points
• Criteria subject to value judgment will be assessed according to the interview conducted	20 points
Top score	100 points

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

Data protection information clause

Data controller

Identity: **INSTITUTE OF BIOMEDICAL RESEARCH OF LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida

Email: protecciodedades@irbllleida.cat

Purpose of data processing and storage

At **THE INSTITUTE FOR BIOMEDICAL RESEARCH OF LLEIDA** (hereinafter referred to as **IRBLLEIDA**) we process the information that you provide us as a data subject, in order to manage the processing of your curriculum and candidacy.

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 there is opposition to their processing by the interested party.

Legitimacy for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting **THE INSTITUTE FOR BIOMEDICAL RESEARCH OF LLEIDA**.

Recipients of your data

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

Rights of data subjects

The data subjects processed by **IRBLLEIDA**, They have the right at any time to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. In addition, if you wish, you may request the portability of your data and limitation of the processing of the same. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke the consent given at any time.

To exercise these rights, you may contact **IRBLLEIDA** via email protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.