



**WE ARE LOOKING FOR...**

**Administrative Assistant for the Department  
of People and Legal**

**What do we offer?**

<b>Department</b>	People and Legal
<b>Type of contract</b>	Indefinite with a 6-month probationary period
<b>Beginning</b>	Immediate
<b>Day</b>	37.5 hours – Full time
<b>Category</b>	Administrative Assistant
<b>Remuneration</b>	To be determined based on experience and value

**The Institute**

The Biomedical Research Institute of Lleida, Dr. Pífarre 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 Institute of Health ([ICS](#)) both in the hospital field (Arnau de Vilanova University Hospital-HUAV) and [in primary care in Lleida](#) and the [Alt Pirineu-Aran Health Region](#).

2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa Maria-HUSM University Hospital, Pallars Regional Hospital and Mental Health](#), among others).



IRB Lleida has been a CERCA institute since 2013, and consequently it is organized according to a model of good governance and operation that guarantees efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes ([IIS](#)) recognised by [the Carlos III Health Institute](#) and the Government of Catalonia, as established in 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 Research in Biomedicine of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. This is a recognition of the Institute's commitment to develop 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

Administrative Assistant of People and Legal

### Requirements

***Those candidacies that do not meet the requirements will be excluded***

- **Intermediate or higher level training cycle** (depending on the level) or equivalent qualification, related to the area it occupies.
- **Catalan and Spanish** equivalent to a C2 level:
  - *Oral and written comprehension:* Understands practically everything they read or listen to easily, even technical, literary or specialized texts.
  - *Oral expression:* It can be expressed spontaneously, fluently and precisely, differentiating subtle nuances of meaning even in complex situations.
  - *Written expression:* Can write clear, well-structured and detailed texts on complex topics, showing a safe use of the organization, connectors and cohesion mechanisms.
  - *Interaction:* Adapts naturally to any register (formal or informal) and context (social, academic or professional).
- **B1 equivalent English** : Ability to understand and produce simple, clear texts on common topics; can be developed in everyday situations, engage in basic conversations, and describe experiences, events, and desires simply but effectively.

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

### Tasks to be carried out

The selected person will have their job in the IRBLleida Management Office, and their duties will include the following:

- Prepare and publish job offers, in accordance with the instructions of the person in charge of the department and current labour regulations, ensuring compliance at all times with the principles set out in the IRBLeida recruitment policy ([Open, Transparent and Merit-based Recruitment — OTM-R](#)).
- Manage the entire selection process by receiving the CVs, sending them to the Selection Committee, preparing the evaluation grid, contacting the selected and rejected candidates, as well as preparing all the administrative documentation necessary to carry out the process (minutes, resolutions, communications, etc.).
- Administrative management of employment contracts (registrations and terminations): sending applications to the agency, reviewing the contract and preparing the rest of the contractual documentation.
- Onboarding and offboarding.
- Management of the administrative procedures of the employee's life (incidents, TD leave, risk of pregnancy, maternity, work-related accidents, extensions or modifications of the contract, etc.).
- Check the payslips prepared by the agency and prepare the file for submission and payment.
- Management and maintenance of data and documentation of the personnel hired in the computer program (Fund@net).
- Manage the time control system, introducing new employees, verifying that all time records are available, checking that they are adjusted to the agreed working day. Calculation of the hours worked by the staff and control of compensable hours.
- Attention to the staff for the resolution of their incidents, within their area of responsibility.
- To manage activities in the field of Occupational Risk Prevention, including document control, coordination with external prevention services, the organisation of compulsory medical examinations and any other task that may be requested, such as the business coordination of Risk Prevention with other entities.

- Administrative management of internship staff, managing agreements, carrying out business coordination with their centres of origin and entering data and documents into the Fund@net system.
- Keep the documentation associated with different human resources processes up to date, following the established quality requirements.
- Resolve all possible issues within their area of responsibility, and propose alternatives to resolve issues that go beyond their scope of decision-making.
- Any other task assigned to them within their area and technical preparation.

## **It will be valued**

### **Knowledge**

- ✓ Training courses related to the field of people or related disciplines.
- ✓ Training courses related to public administration law or related disciplines.
- ✓ Knowledge of the English language (level B2).
- ✓ Office automation: Office package user 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 in tasks similar to those of the job offered.

### **Competences**

- ✓ Adaptability to change and flexibility.
- ✓ Planning, organization and prioritization.

- ✓ Continuous improvement and learning.
- ✓ Effectiveness and achievement of results.

## Contract specifications

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

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<b>Administrative C4</b>	€23,647.68
<b>Administrative C3</b>	€21,114.00
<b>Administrative C2</b>	€19,002.60
<b>Administrative C1</b>	€16,576.00

## Why work at IRBLleida?



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



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



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, as a result of different company agreements, the following improvements are recognised:

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

## Documentation and deadline for submission

Applications must be accompanied by:

- Cover letter
- Curriculum vitae

**The deadline for submission will end on July 24, 2025 at 2:00 p.m.**

**Applications received after the deadline will be automatically excluded.**

Interested people can apply for the offer by filling in the [form](#) and sending your CV and cover letter, indicating the name of the offer to which you are applying and the reference 037-25.

### Selection calendar for the process reference 037-25

Minimum 15 days

Publication and dissemination of the offer: IRBleida website, Euraxess (for research staff), "REGIC" portal, social networks, other employment websites depending on the position offered.

Maximum 2 working days	Sending CVs to the Selection Committee
	Holding of the Selection Committee
Maximum 5 working days	<ul style="list-style-type: none"> <li>- Interview with pre-selected candidates</li> <li>- Assessment and Minutes of award of the Selection Committee</li> </ul>
Maximum 5 working days	Carrying out the administrative procedures necessary to formalise the employment contract
Approximate start of the contract	Immediate

#### Express selection process

In those cases in which a worker has to be replaced urgently, for example, to cover a sick leave, because for scientific reasons the incorporation must 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 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 regulatory principles

The hiring will be carried out 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 a



Plan for Equal Opportunities for Men and Women and a Protocol for the Prevention and Eradication of Sexual Harassment.

The right to equal opportunities and treatment is taken into account, 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, approving the Consolidated Text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, in this call a **percentage of no less than 2%** of the places is reserved to be covered by people who can prove a disability equal to or greater than 33%. Applicants who wish to opt for this reservation must present the documentation accrediting their disability and, if applicable, request the necessary adaptations to carry out the selective tests.

In the event that the reserved places are not covered 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.**

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

## ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

<b>President</b>	Dr. Diego Arango, Director
<b>Vocal</b>	Ms. Eva López, Manager
	Ms. Sara Palau, Supervisor of the Department of People and Legal
<b>Secretary</b>	Ms. Elena Moscatel, Head of the Department of People and Legal

## ANNEX II. SCALE OF MERITS

<b>Academic curriculum and complementary training</b>	<b>30 points</b>
• Training courses related to the field of people or related disciplines	10 points
• Training courses related to public administration law or related disciplines	10 points
• English language level equivalent to B2	5 points
• Office	5 points
<b>Accredited professional experience</b>	<b>50 points</b>
• Experience in payroll management and review	10 points
• Experience in the control of clocking systems	10 points
• Experience in tasks in the field of PRL	10 points
• Experience in job-like tasks	20 points
<b>Competency test or interview</b>	<b>20 points</b>
• Criteria subject to value judgment will be assessed in accordance with the interview carried out. A test related to the tasks of the job will be done.	20 points
<b>Maximum score</b>	<b>100 points</b>

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

## Data protection information clause

### Data controller

Identity: **INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA**

CIF: G25314394

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

Email: [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat)

### Purpose of data processing and storage

AT THE INSTITUTE FOR RESEARCH IN BIOMEDICINE OF LLEIDA (hereinafter referred to as **IRB LLEIDA**) we process the information you provide us as a data subject, 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 there is opposition to their processing by the interested party.

### Legitimacy for the processing of data

The legal basis for the processing of your data is the consent of the interested party when contacting the **INSTITUTE FOR RESEARCH IN BIOMEDICINE 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 the interested parties

The owners of the data processed by **IRB LLEIDA** 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 can request the portability of your data and limitation of its processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke the consent granted at any time.

To exercise these rights, you can contact **IRB LLEIDA** through the email [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat). Likewise, if you consider your rights to have been violated, you may file a complaint with the Catalan Data Protection Authority.