PERSONES
PERSONAS
PEOPLE

IRBLleida
Institut de Recerca Biomèdica

WE ARE LOOKING FOR...

Clinical Trials Coordinator for the USIC

What do we offer?

SCT	Clinical Research Support Unit
Type of contract	Indefinite for scientific and technical activities
Starting	Immediate
Duration	Approximately 6 months
Day	37.5 h/week – full time
Category	Superior Research Technician
Remuneration	To be determined

The Institute

The Biomedical Research Institute 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 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).

IRBLleida 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.

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

Superior Research Technician

Requirements

Those candidacies that do not meet this point will be excluded

- University studies in Health Sciences or related areas.
- Previous experience in a similar position within the Clinical Trials or Clinical Research area.

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

Tasks to be carried out

The selected person will join the USIC to manage and support various trials and will carry out the following tasks:

1- To carry out tasks as Coordinator in clinical trials of laboratories and studies promoted by researchers from the HUAV and HUSM:
   - Coordinate the research team of clinical trials developed in the Clinical Trials Unit.
   - To have an in-depth knowledge of the study protocol and its requirements.
   - Preparation and attention to monitoring and audits.
   - Coordinate with the CEIC the implementation of the study. Identify, report and establish cooperation flows with the services involved.
   - Scheduling patient agendas and preparing visits
   - Data entry into the CRF
   - Biological Sample Management: Sample processing and management of sample collection/shipment to external laboratories
   - Other tasks of the role

2- Carry out other administrative tasks in the management of clinical studies in the event that the service requires it:
   - Submission and processing of documentation to CEIm and AEMPS
   - Processing of insurance related to clinical trials
   - Review and update of rates
   - Preparation of budgets and invoicing proposals.

It will be valued

Knowledge

- Master's Degree in Clinical Trials or Clinical Research
- Training related to the field of Clinical Trials
- Valid Good Clinical Practice Certificate
- Knowledge of scientific and clinical English

Experience

- Previous experience in a similar position within the Clinical Trials sector
- Experience in SAP software management
- Experience in the management of electronic data collection notebooks
- Experience in the processing of biological samples

Competences

- Organizational and multitasking skills
- Ability to work in a team and respect the organizational chart
- Creativity, empathy and enthusiasm
- Ease of learning

Contract Specifications

- ✓ Indefinite contract for technical scientific activities, in accordance with the provisions of Article 23 of Law 17/2022, of 5 September, amending Law 14/2011, of 1 June, on Science, Technology and Innovation.

  The contractual modality is that of indefinite duration, with specific clauses linked to the financing of the project in accordance with art. 49 1.b) and art. and 52.e). of Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act.
- ✓ Duration of the contract: In the work program of the project it is foreseen that personnel expenses will be developed for **approximately 6 months.**
- ✓ Intensive morning schedule, with the possibility of flexible hours according to the department's operations and coordination
- ✓ Remuneration: to be determined according to the experience and value of the candidate in accordance with the IRBLleida salary tables:

SUPERIOR RESEARCH TECHNICIAN	8	Superior Research Technician C4	31.924,37 €
	7	Superior Research Technician C3	28.503,90 €
	6	Superior Research Technician C2	25.336,80 €
	5	Superior Research Technician C1	22.169,70 €

- ✓ If there are modifications in the work programme and/or in the tasks of the USIC projects, the possibility of modifying the period will be assessed (the duration of the contract is linked to the specific financing of the project/agreement).

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 the 4th August, 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 **041-25.**

Selection calendar for the process reference 041-25

Minimum 15 days	Publication and dissemination of the offer: IRBLleida website, Euraxess (for research staff), social networks, other employment websites depending on the position offered.
Maximum 2 working days	Sending CVs to the Selection Committee
Maximum 5 working days	Holding of the Selection Committee - Interview with pre-selected candidates - Assessment and Minutes of award of the Selection Committee
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 between 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

President	Ms. Eva López, Manager of IRBLleida
Vocal	Dr. Alicia Sánchez, IRBLleida Researcher
	Dr. Maria Ruiz, Researcher at IRBLleida
Secretary	Ms. Elena Moscatel, Head of the Department of People and Legal

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	**35 points**
• Master's Degree in Clinical Trials or Clinical Research	10 points
• Training related to the field of Clinical Trials	15 points
• Current Good Clinical Practice Certificate	5 points
• Knowledge of scientific and clinical English	5 points
Accredited professional experience	**45 points**
• Previous experience as a clinical trial coordinator	25 points
• Experience in SAP software management	5 points
• Experience in the management of electronic data collection notebooks	10 points
• Experience in the processing of biological samples	5 points
Competency test or interview	**20 points**
• Criteria subject to value judgment will be assessed according to the interview carried out	20 points
Maximum score	**100 points**

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@irblleida.cat

Purpose of data processing and storage

AT **THE INSTITUTE FOR RESEARCH IN BIOMEDICINE OF LLEIDA** (hereinafter referred to as **IRBLLEIDA**) 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 **IRBLLEIDA** 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 **IRBLLEIDA** through the email protecciodedades@irblleida.cat. Likewise, if you consider your rights to have been violated, you may file a complaint with the Catalan Data Protection Authority.