



WE ARE LOOKING FOR...

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

What do we offer?

Department	People and Legal
Type of contract	Indefinite with 6 months probationary period
Home	Immediate
Day	37.5 hours – Full Time
Category	Administrative
Remuneration	To be determined based on experience and value

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. The 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. The IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the FGSHSCSP. On the other hand, we incorporated research groups from:

1. The Catalan Institute of Health ([ICS](#)) both in the hospital environment (Hospital Universitario Arnau de Vilanova-HUAV) and in [primary care in Lleida](#) and the [Alto Pirineo-Aran Health](#)

Region.

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



IRBLleida has been a CERCA institute since 2013, and therefore is organized according to a model of good governance and functioning 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 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 Biomedical Research Institute of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. It 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).

Please see our [recruitment policy](#).

Professional profile of the person hired

Administrative support for personnel management.

Requirements

Applications 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 they occupy.
- **Native Catalan and Spanish :**
 - *Listening and writing:* Understands practically everything they read or hears with ease, including 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 safe use of the organization, connectors and cohesion mechanisms.
 - *Pre-registration:* It adapts naturally to any register (formal or informal) and context (social, academic or professional).
- **B1 equivalent English :** Ability to understand and produce simple and clear texts on common topics; can be developed in everyday situations, engage in basic conversations and describe experiences, events and desires in a simple but effective way.

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

Tasks to be carried out

The selected person will provide **administrative support** to the People and Legal Department in the management of the work life cycle of IRBLleida staff and some of their duties will include the following:

- Prepare and publish job offers, in accordance with the IRBLleida ([Open, Transparent and Merit-based Recruitment — OTM-R](#)) recruitment policy.
- Manage the entire selection process by receiving the CVs, sent to the Selection Committee, preparation of the assessment grid, contact with the selected and rejected candidates, as well as the preparation of all the administrative documentation necessary to carry out the process (acts, resolutions, communications, etc.).
- Administrative management of employment contracts (registrations and terminations): sending requests 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, pregnancy risk, maternity, occupational accidents, extensions or modifications of the contract, etc.).
- Check the payrolls prepared by the agency and prepare the file for sending and payment.
- Management and maintenance of data and documentation of the personnel hired in the computer program (Fund@net).
- Manage the time control system.
- Attention to the staff for the resolution of their incidents, within their area of responsibility.
- Support in the management of activities in the field of Occupational Risk Prevention.
- Support in the administrative management of internship staff.
- Any other tasks assigned to you within your area and technical preparation.

It is a position with an administrative profile, focused on the management and processing of personnel processes, without its own tasks of selection or development of human resources, but with the possibility of growing and assuming more responsibilities within the area.

It will be valued

Knowledge

- ✓ Training courses related to the field of related people or disciplines.
- ✓ Training courses related to public administration law or related disciplines.
- ✓ Knowledge of the English language (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 in tasks similar to those of the job offered.

Competencies

- ✓ Adaptation to change and flexibility.
- ✓ Planning, organization and prioritization.
- ✓ Continuous improvement and learning.
- ✓ Effectiveness and achievement of results.

Characteristics of the contract

- ✓ Permanent contract with a 6-month probationary period.
- ✓ Immediate start, subject to replacement rate and budget availability.
- ✓ 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.

Administrative C4	23.763,60€
Administrative C3	21.217,50€
Administrative C2	19.095,75€
Administrative C1	16.657,25€

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 [training section](#).



We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, national origin, 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 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 a first degree of 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 November 5, 2025 at 2:00 p.m.

Applications received after the deadline/time 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 you are applying and the reference 058-25.

Selection calendar for process reference 058-25

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 next 2 working days	Sending CVs to the Selection Committee
	Holding of the Selection Committee
Maximum 5 working days following	- Interview with the pre-selected candidates - Evaluation and Award Minutes of the Selection Committee
Maximum 5 working days following	Carrying out the administrative procedures necessary to formalize 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 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 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 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 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 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 life 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, this call reserves a **percentage of no less than 2%** of the places 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 submit documentation accrediting their disability and, where appropriate, request the necessary adaptations for the selection 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 all three versions as official, but in case of conflict the Catalan version will prevail.**

The 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

Presidente	Dr. Diego Arango, Director of IRBLeida
Members	Ms. Eva López, Manager of IRBLeida
	Ms. Sara Palau, Head of the People and Legal Department of IRBLeida
Secretariat	Ms. Elena Moscatel, Head of the Persons and Legal Department of IRBLeida

ANNEX II. SCALE OF MERITS

Academic curriculum and further training	30 points
• Training courses related to the field of related people or disciplines	10 points
• Training courses related to public administration law or related disciplines	10 points
• English language level equivalent to B2	5 points
• Office Automation	5 points
Accredited professional experience	50 points
• Experience in payroll management and review	10 points
• Experience in the control of clocking systems	10 points
• Experience in tasks in the field of LRP	10 points
• Experience in job-like tasks	20 points
Competency test or interview	20 points
• Criteria subject to value judgment will be assessed in accordance with the interview conducted. A test related to the tasks of the job will be done.	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: **BIOMEDICAL RESEARCH INSTITUTE 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 BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA** (hereinafter referred to as **IRBLLEIDA**) we process the information you provide us as an interested party, 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 data processing

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

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 the processing of the same. In the latter case, we will only keep them for the exercise or defense of claims. You may also revoke the consent given at any time.

To exercise these rights, you can 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.