

 WE ARE LOOKING FOR...

Technician for the People and Legal Department

What do we offer?

Department	People and Legal
Type of contract	Permanent, with a 6-month probationary period
Home	Planned incorporation as soon as possible after the resolution of the selection process.
Matchday	37.5 hours – Full-time
Opening hours	7:30 to 15:00
Category	Administrative technician
Remuneration	To be determined based on experience and evaluation, according to the levels of the salary table.
	Technician C1 €23,177.86
	Technician C2 €26,488.99
	Technician C3 €29,800.11
	Technician C4 €33,376.12

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.



IRB Lleida 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, talent recruitment and promotion, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes ([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.



HR EXCELLENCE IN RESEARCH

In December 2014, the Institute for Biomedical Research of Lleida received the '[HR Excellence in Research](#)' recognition from the European Commission. This

is a recognition of the Institute's commitment to developing a strategy of human resources 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

Management Technician for the People and Legal Department

Requirements

Those candidatures that do not comply with this point will be excluded

- Hold an official university degree of bachelor's degree, diploma, bachelor's degree or

equivalent, preferably in Labour Relations, Law, Business Administration and Management or other qualifications related to the functions of the position.

- **Oral and written knowledge of Catalan and Spanish equivalent to level C1 or higher.** This knowledge may be accredited by means of an official qualification or, where appropriate, by means of a test during the selection process.
- **English equivalent to B2 level.** Knowledge of the English language equivalent to level B2 of the Common European Framework of Reference for Languages, accreditable by means of an official qualification or level test.

These requirements must be met on the date of commencement of the contract.

Tasks to be carried out

The selected person will provide technical and administrative support to the People and Legal Department, and his/her functions will include the following:

People Area

- Prepare and publish job offers in accordance with IRBLleida's recruitment policy and the principles of Open, Transparent and Merit-based Recruitment (OTM-R).
- Manage the administrative aspects of recruitment processes, including the receipt and screening of applications, preparation of documentation for the Selection Committee, assessment matrices, meeting minutes, resolutions, and communications with candidates.
- Coordinate recruitment process activities, including calls for applications, interviews, and assessments, without undertaking tasks specific to specialist recruitment profiles, such as psychological evaluations or competency-based interviews.
- Process employee onboarding, terminations, contract extensions, and contractual amendments, coordinating with the external labour consultancy and reviewing the corresponding documentation
- Provide support in the review of employment contracts and prepare the necessary documentation for their execution.
- Coordinate and carry out employee onboarding and offboarding processes.

- Manage administrative procedures related to employees' working life, including employment-related incidents, temporary incapacity leave, permits and leave entitlements, pregnancy or breastfeeding risk situations, birth and childcare leave, workplace accidents, and other similar circumstances.
- Review payrolls prepared by the external labour consultancy, verify their accuracy, and prepare the documentation required for processing and payment.
- Manage and keep personnel data and documentation updated in corporate IT systems, especially Fund@net.
- Manage the time and attendance management system and resolve any related issues.
- Attend to staff queries and provide support in the resolution of administrative incidents.
- Process compatibility authorisation files (requests to undertake additional professional activities)
- Manage administrative procedures relating to interns and trainees, including the associated documentation.
- Provide support in the monitoring and review of the actions of the Human Resources Plan linked to the HRS4R seal.
- Provide support in the management and supervision of compliance with the Equality Plan.
- Manage administrative activities related to occupational health and safety, including document control, coordination with external prevention services, organisation of medical examinations, and coordination of business activities.
- Manage documentation related to data protection, including contracts, consent forms, confidentiality agreements, and other related documents.
- Keep the documentation associated with the different personnel processes updated, in accordance with the established quality requirements.

Legal Area

- Provide administrative support in the processing of public procurement procedures.
- Prepare, organize and monitor the documentation of the contracting files.
- Provide support in the review and processing of agreements, contracts, addenda, protocols and other legal documentation.

- Monitor deadlines, signatures and administrative procedures linked to the area's files.
- Manage the department's archive and document control.

Additionally, the candidate will perform any other duties of a similar nature that may be assigned, in accordance with their professional category and the needs of the department.

This is a position with a mainly technical-administrative profile, focused on the management and processing of HR procedures and administrative support to the Legal Department. The selected candidate will participate in the administrative management of recruitment processes, particularly in document preparation, coordination of procedures, and monitoring of applications. However, they will not perform tasks reserved for specialised recruitment profiles, such as psychological assessment, conducting specialised competency-based interviews, or designing talent acquisition and development strategies. This is without prejudice to the possibility of professional development and the gradual assumption of greater responsibilities within the department.

It will be valued

Knowledge

- ✓ Master's or postgraduate degree related to people management, labour relations or human resources.
- ✓ Master's or postgraduate degree in Law, especially in public procurement, public management, labour law, data protection or other areas related to the department's functions.
- ✓ Knowledge of the English language above the required level.
- ✓ Knowledge of office automation and management tools.

Experience

- ✓ Experience in payroll management and review.
- ✓ Experience in the management of employment contracts, registrations, cancellations, extensions and incidents of personnel.

- ✓ Experience in time control systems and time and attendance management.
- ✓ Experience in occupational risk prevention and coordination of business activities.
- ✓ Experience in the processing of public procurement procedures.
- ✓ Experience in drafting, reviewing or processing agreements, contracts and other legal documentation.
- ✓ Experience in tasks similar to those of the position offered.

Competencies

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

Why work at IRBleida?



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



We offer complementary training for all profiles. To check out 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 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.

Documentation and submission deadline

Applications must be accompanied by:

- Cover letter.
- Curriculum vitae.

The application deadline is 25 June 2026 at 2:00 p.m.

Applications received after the deadline/date 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 **029-26**.

Calendar of the selection process with reference 029-26 (Indicative deadlines)

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (in the case of research staff), REGIC portal, social networks and other employment websites depending on the position offered.
2 next working days	Sending CVs to the Selection Committee
5 working days according to	- Interview with the shortlisted people - Assessment and Award Record of the Selection Committee
5 working days	Carrying out the necessary administrative procedures to formalise the employment contract

Approximate start of the contract As soon as possible after the resolution of the selection process and the formalization of the contract.

Express selection process

In those cases in which it is necessary to urgently replace an employee, for example, to cover a sick leave, when for scientific reasons the incorporation must take place on a specific date, when this is provided for in a resolution or other similar circumstances, an express selection procedure may be followed.

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

Regulation and normative principles

The hiring will be carried out in accordance with the provisions of **Royal Legislative Decree 2/2015, of 23 October**, which approves the text of the Workers' Statute Law and the rest of the regulations in force.

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. IRBleida 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 equal treatment is also taken into account, as well as the real and effective exercise of rights by persons 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 elimination of any form of discrimination, in accordance with Articles 9.2, 10, 14, and 49 of the Spanish Constitution, the International Convention on the Rights of Persons with Disabilities, and other

international treaties and agreements ratified by Spain, in accordance with the provisions of Legislative Royal Decree 1/2013, of 29 November.

Reservation of places for people with disabilities

IRBLeida guarantees equal opportunities for people with disabilities throughout the selection process. Candidates may request the reasonable accommodations or accommodations they need to participate in the tests or interviews, provided that they do not involve a disproportionate burden.

****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	Ms. Eva López, Manager of IRBLeida
	Ms. Sara Palau, Head of the People and Legal Department
Members	Mr. Albert Dalmases, Head of the Accounting and Finance Department
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department

ANNEX II. MERIT SCALE

Academic curriculum and complementary training	Maximum 25 points
<ul style="list-style-type: none"> • Master's or postgraduate degree related to people management, labour relations or human resources: <ul style="list-style-type: none"> o Official university master's degree: 8 points. o Master's or postgraduate degree of 30 ECTS or more: 6 points. o Postgraduate or specialised training of between 15 and 29 ECTS: 3 points. 	Maximum 8 points
<ul style="list-style-type: none"> • Master's or postgraduate degree in Law, especially in public procurement, public management, labour law or other areas linked to the department's functions: <ul style="list-style-type: none"> o Official university master's degree: 8 points. o Master's or postgraduate degree of 30 ECTS or more: 6 points. o Postgraduate or specialised training of between 15 and 29 ECTS: 3 points. 	Maximum 8 points
<ul style="list-style-type: none"> • Knowledge of the English language above the required level: <ul style="list-style-type: none"> o Accredited Level C1: 3 points. o Level C2 accredited: 4 points. 	Maximum 4 points
<ul style="list-style-type: none"> • Knowledge of office automation and management tools: <p>Accredited knowledge of Microsoft Word, Excel, Outlook, document management tools, time control systems and personnel management programs will be valued.</p> <ul style="list-style-type: none"> o Accredited training of between 20 and 49 hours: 1 point. o Accredited training of between 50 and 99 hours: 2 points. o Accredited training of 100 hours or more: 3 points. o Advanced knowledge of Excel or personnel management tools, accredited by specific training or practical test: up to 2 additional points. 	Maximum 5 points
A degree or training activity may not be valued in more than an apartment.	
Accredited professional experience	Maxim 50 points

• Experience in payroll management and review.	Maximum 10 points
• Experience in the management of employment contracts, registrations, cancellations, extensions and incidents of personnel.	Maximum 8 points
• Experience in time control systems and attendance management.	Maximum 5 points
• Experience in occupational risk prevention and coordination of business activities.	Maximum 5 points
• Experience in the processing of public procurement procedures.	Maximum 8 points
• Experience in drafting, reviewing or processing agreements, contracts and other legal documentation.	Maximum 7 points
• Experience in tasks similar to those of the position offered.	Maximum 7 points

The selected candidate must provide evidence of the professional experience indicated in their CV.

Practical test

Maximum 15 points

A practical test related to the functions of the job will be carried out, which may include, among others, the following contents:

- Review of a payroll or detection of incidents.
- Preparation of the documentation of a selection process.
- Processing of a labour incident.
- Review of a contract, agreement or administrative document.
- Preparation or organization of a public procurement file.
- Practical exercise in Excel, Word or document management.

The test will be assessed on the basis of technical correctness, organisational capacity, rigour, clarity of wording and the adequacy of the proposed solution. To pass this phase it will be necessary to obtain a minimum score of 7.5 points.

Competency interview

Maximum 10

points

The purpose of the interview will be to assess the candidate's suitability for the job, especially in relation to the following skills:

- Planning, organization and prioritization.
 - Rigor and attention to detail.
 - Adaptability and flexibility.
 - Results-oriented.
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PERSONES PERSONAS PEOPLE



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- Learning capacity.
 - Communication skills and attention to the workforce.
 - Discretion and confidential treatment of information.
 - Ability to coordinate and work in a team.

Psychological tests or evaluations of profiles specialized in personnel selection will not be carried out.

Maximum 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, IRBLLEIDA) we process the information you provide us as an interested party for the following purposes:

- a) To manage your application and participation in the relevant selection process, including the receipt and assessment of the submitted documentation, the conduct of tests or interviews, communication with the candidate, and the resolution of the selection process.
- b) To verify compliance with the participation requirements and to assess the merits, experience, training and suitability of the candidate for the job offered.
- c) Where applicable, to manage the formalisation of the employment relationship with the selected candidate.
- d) To attend to possible claims, challenges or responsibilities arising from the selection process.

Legal basis for processing

The legal basis for the processing necessary to manage the application and participation in the selection process is the application, at the request of the interested party, of pre-contractual measures, in accordance with Article 6.1.b of Regulation (EU) 2016/679, General Data Protection.

Where the processing is necessary to comply with legal obligations applicable to IRBLleida, the legal basis shall be compliance with a legal obligation, in accordance with Article 6.1.c of Regulation (EU) 2016/679.

The retention of data to participate in future selection processes will be based on the express consent of the interested party, in accordance with Article 6.1.a of Regulation (EU) 2016/679. The candidate may withdraw this consent at any time, without affecting the lawfulness of the processing carried out previously.

Data subject to processing

Identification and contact data, academic and professional data, information contained in the CV, cover letter and documentation accrediting the requirements and merits, as well as the data generated during the tests, interviews and assessments of the selection process, may be processed.

The candidate must only provide the adequate, relevant and necessary data to participate in the selection process, and must refrain from including particularly sensitive information that is not necessary.

Retention period

Personal data will be kept for the time necessary to manage and resolve the selection process. Once the process has concluded, the data will be securely blocked and retained for the period required to address any possible claims, challenges, or legal liabilities. After these periods have expired, the data will be deleted.

When the candidate has expressly authorised the retention of their data for future selection processes, they may be kept for a maximum period of twelve months from the end of the process. After this period, the data will be deleted, unless the interested party renews their consent.

Recipients of your data

The data may be accessible to the members of the Selection Committee and to the IRBLeida staff who must intervene in the management of the process, only to the extent necessary for the exercise of their functions.

The data may also be accessed by suppliers who provide services to IRBLeida, such as management services, advice, IT support, data hosting or management of selection platforms, when they act as data processors and in accordance with the instructions of IRBLeida.

The data may be communicated to public administrations, judicial bodies or other bodies when there is a legal obligation or they are required in the legitimate exercise of their powers.

No communication of data to third parties other than those indicated is foreseen, unless they are necessary to comply with a legal obligation.

International transfers

There are no plans to carry out international transfers of personal data outside the European Economic Area.

In the event that it is necessary to use providers that involve an international transfer of data, this will be carried out with the guarantees required by Regulation (EU) 2016/679 and the interested party will be informed where appropriate.

Automated decisions

Decisions based solely on the automated processing of personal data that produce legal effects or significantly affect the candidate will not be taken.

Mandatory nature of data

The data identified as mandatory are necessary to manage the application and verify compliance with the requirements of the selection process.

Refusal to provide such data or the submission of incomplete documentation may make it impossible to participate in the process or to properly assess the application.

Authorization to retain data for future selection processes is voluntary. Refusal to give this consent will not affect participation in the current call.

Rights of data subjects

The candidate may exercise the following rights:

- Access your personal data.
- Request their rectification when they are inaccurate or incomplete.
- Request its deletion when the data is no longer needed.
- Request the limitation of processing in the cases provided for by law.
- Object to processing where appropriate.
- Request data portability when the processing is based on consent or a contractual relationship and is carried out by automated means.
- Withdraw the consent given to keep the data for future selection processes.

These rights can be exercised by means of a request addressed to IRB Lleida, at Avenida Alcalde Rovira Roure, no. 80, 25198 Lleida, or by email protecciodedades@irbllleida.cat.

The application must indicate the right to be exercised and must include the necessary information to prove the identity of the applicant.

Complaint to the supervisory authority

If the data subject considers that the processing of their personal data violates data protection regulations, they may file a complaint with the Catalan Data Protection Authority, without prejudice to any other administrative or judicial appeal that they consider appropriate.

Data accuracy

The candidate guarantees that the data and documentation provided are true, accurate, complete and up-to-date, and undertakes to communicate any modification that occurs during the selection process.

When the candidate provides data of third parties, they must guarantee that they have sufficient legitimacy to communicate them and that the affected persons have been informed of the processing of their data.