



**WE ARE LOOKING FOR...**

**Strategic Support and Knowledge and Quality Management  
Technician**

**What do we offer?**

<b>Department</b>	Technical Secretariat
<b>Type of contract</b>	Indefinite, with a 6-month probationary period
<b>Home</b>	Planned incorporation as soon as possible after the resolution of the selection process.
<b>Matchday</b>	37.5 hours – Full-time
<b>Category</b>	Administrative technician
<b>Remuneration</b>	To be determined based on experience and worth, according to the levels of the salary table
	Technician C1 €23,177.86
	C2 Technician €26,488.99
	Technician C3 €29,800.11
	C4 Technician €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.

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 UdL. 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-HUAV) and [in primary care in Lleida](#) and the [High Pyrenees-Aran Health Region](#).
2. The healthcare provider [Healthcare 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 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 36 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 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 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

Technical Secretariat Technician

## Requirements

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

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

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 IRBLeida Management Office, and their functions will include the following:

- Support to the Director of the Institute
  - 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 for obtaining indicators and decision-making, such as *Fundanet* and *Power BI*.
- Quality Policy
  - Active member and promoter of the Institute's Quality Committee.
  - 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 to you within your area and technical preparation.

## **It will be valued**

### **Knowledge**

- ✓ Academic qualification in the scientific field.
- ✓ To be in possession of a 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

## Competencies

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

## 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 deadline for submission will end on July 15, 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 030-26.

### Selection calendar for the reference process 030-26 (Indicative deadlines)

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"><li>- Interview with pre-selected candidates</li><li>- Assessment and Award Record of the Selection Committee</li></ul>
Maximum 5 working days	Carrying out the necessary administrative procedures to formalise the employment contract

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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 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.

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## 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. IRBLeida has an 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.

In the event that 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**

<b>President</b>	Dr. Diego Arango, Scientific Director of IRBLeida
	Dr. Joan Sayos, Deputy Scientific Director of IRBLeida
<b>Members</b>	Ms. Eva López, Manager of IRBLeida
	Dr. Joaquín Bonelli, Head of the Department of Projects and Innovation
<b>Secretary</b>	Ms. Elena Moscatel, Head of the People and Legal Department

## ANNEX II. MERIT SCALE

<b>Academic curriculum and complementary training</b>	<b>50 points</b>
• 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 PhD.	5 points
• Knowledge of the environment of a research institution	5 points
<b>Accredited professional experience</b>	<b>30 points</b>
• Previous experience in a technical secretarial position	10 points
• Experience in continuous improvement processes	10 points
• Experience in design and project management	10 points
<b>Competency test or interview</b>	<b>20 points</b>
• Criteria subject to value judgment will be assessed according to the interview conducted	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: **INSTITUTE OF BIOMEDICAL RESEARCH OF 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 BIOMEDICAL RESEARCH OF LLEIDA** (hereinafter referred to as **IRBLLLEIDA**) we process the information you provide us as a data subject, in order to:

- a) To manage their candidacy and participation in the corresponding selection process, including the reception and assessment of the documentation submitted, the carrying out of tests or interviews, communication with the candidate and the resolution of the 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) Manage, if necessary, the formalisation of the employment relationship with the selected person.
- 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 data subject, 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 IRBLLleida, 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 data that is adequate, relevant and necessary 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 been completed, the data will be kept duly blocked for the periods necessary to deal with possible claims, challenges or legal responsibilities. After these periods, 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 by the members of the Selection Committee and by the IRBLeida staff who must intervene in the management of the process, only to the extent necessary to exercise their functions.

Suppliers who provide services in IRBLeida, such as management services, advice, IT support, data hosting or management of selection platforms, may also have access to the data, 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 when 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 will not be made based solely on the automated processing of personal data that produce legal effects or significantly affect the candidate.

### **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 this 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 interested persons**

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 restriction 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 done 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 IRBLleida, at Avenida Alcalde Rovira Roure, no. 80, 25198 Lleida, or by email [protecciodedades@irbllleida.cat](mailto: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.

# PERSONES PERSONAS PEOPLE



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.