

WE ARE LOOKING FOR...

**Coordinator of clinical trials with bachelor's degree level for the
Clinical Neurosciences Research Group**

What do we offer?

Research Group	Clinical Neurosciences
Research Line	Acute Phase Treatment and Secondary Protection and Prevention Mechanisms
Type of contract	Indefinite for scientific and technical activities
Home	1/11/2026
Duration	Until 30/04/2027
Working day	37.5 hours/week – full-time
Category	Head of Unit C2
Remuneration	€38,629.77 gross/year

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.

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 36 Spanish Health Research Institutes ([IIS](#)) recognized by [the Carlos III Health Institute](#) and the Government of the Generalitat,

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 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).

Check out our [recruitment policy](#).

Professional profile of the person hired

Rehearsal coordinator – Bachelor's Degree level

Requirements

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

- Be in possession of a university degree in Biomedicine, Biomedical Sciences, Biology, Pharmacy or other degrees in the field of biomedical and health sciences.
- Knowledge of Catalan and Spanish, oral and written, suitable for the performance of the functions of the job.

- Knowledge of English, oral and written, suitable for understanding scientific documentation and communication in the field of clinical research

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

Tasks to be carried out

The selected candidate will join the Clinical Neuroscience Research Group at IRBLleida, working within the research area focused on acute-phase treatment, protective mechanisms, and secondary prevention of cerebrovascular diseases. The candidate will be responsible for coordinating the group's clinical trials and multicentre research studies within the framework of the RICORS network, funded by the Carlos III Health Institute (ISCIII), and linked to project PP10934 – RICORS - CEREbrovascular diseases (STROKE).

Some of the tasks to be carried out are:

- Coordination and operational monitoring of clinical trials and multicenter research studies in the field of cerebrovascular diseases.
- Support for the implementation of the studies, including the preparation of documentation, coordination with the participating centres and the monitoring of the procedures established in the protocols.
- Support for the recruitment, inclusion and follow-up processes of participants in clinical trials.
- Management, introduction, verification and quality control of clinical data through electronic data collection notebooks (eCRD).
- Support for pharmacovigilance activities, including the registration, monitoring and reporting of adverse events in accordance with current protocols and regulations.
- Management and maintenance of the scientific, technical and regulatory documentation of the studies, guaranteeing their traceability and compliance with good clinical practices.
- Coordination with researchers, participating centres, promoters and monitoring teams to facilitate the development of projects.

- Support for the scientific and technical management of projects, including the planning of activities, the monitoring of schedules, the preparation of reports and supporting reports.
- Organisation of meetings for the coordination and monitoring of research projects.
- Collaboration in the dissemination of scientific results and in the preparation of communications and publications derived from the projects.



It will be assessed.

Knowledge

- ✓ Postgraduate or Master's degree in the pharmaceutical industry, drug development or clinical research.
- ✓ Postgraduate or specialized training in the management and coordination of research projects.
- ✓ Specific training in pharmacovigilance and drug safety.
- ✓ Accredited training in good clinical practice (ICH-GCP) and regulatory regulations for clinical trials
- ✓ Other complementary training activities related to clinical research, data management or research methodology:

Experience

- ✓ Professional experience in the coordination, management or development of clinical trials and biomedical research studies.

- ✓ Professional experience in clinical research projects related to stroke and cerebrovascular diseases.
- ✓ Experience in clinical database management, electronic data collection notebooks (eCRD), participant monitoring and data quality control.
- ✓ Experience in scientific and technical management of multicentre projects, regulatory documentation or pharmacovigilance procedures.

Competences

- ✓ Ability to work in a team, communicate and coordinate with researchers and multidisciplinary teams.
- ✓ Autonomy, initiative and problem-solving skills in the field of clinical research.

Characteristics of the contract

- ✓ 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. 52.e). of Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act.
- ✓ Funding of the activity: **PP10934 - Cerebrovascular diseases (stroke)**
- ✓ Duration of the contract: In the project work program, it is expected that personnel costs will be developed in approximately 6 months.
- ✓ If there are modifications to the work programme, 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 IRBLeida?



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



We offer complementary training for all profiles. To consult our training and development portfolio, 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 personal health reasons.
- Paid leave to accompany a first-degree family member 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 submission period will end on October 28, 2026 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 **052-26**.

Calendar of the selection process with reference 052-26 (Indicative deadlines)

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.
Next 2 working days	Sending CVs to the Selection Committee
Next 5 working days	- Interview with the shortlisted candidates - Assessment and Award Minutes of the Selection Committee
Next 5 working days	Carrying out the administrative procedures necessary 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 a worker has to be replaced urgently, for example, to cover 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 **Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act** 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 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, etc. 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

IRBLeida guarantees equal opportunities for people with disabilities throughout the selection process. Candidates may request the reasonable accommodations or adjustments they need to participate in the tests or interviews, provided that they do not entail 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 IRBLleida
	Dr. Francesc Purroy, IRBLleida Researcher
Members	Ms. Cristina Pereira, IRBLleida Researcher
Secretary	Ms. Elena Moscatel, Head of the Department of People and Legal

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	Maximum 30 points
- Postgraduate or Master's training in the pharmaceutical industry, drug development or clinical research: - University master's degree or UB-specific master's degree, up to 10 points - Postgraduate diploma or specialization, up to 6 points - Other accredited courses, 0.1 points - For every 10 hours of training, up to the maximum established for each section.	Maximum 10 points
- Postgraduate or specialized training in the management and coordination of research projects - University master's degree or UB-specific master's degree, up to 10 points - Postgraduate diploma or specialization, up to 6 points - Other accredited courses, 0.1 points - For every 10 hours of training, up to the maximum established for each section.	Maximum 8 points
Specific training in pharmacovigilance and drug safety	Maximum 6 points
0.5 points for every 10 accredited hours, up to the corresponding maximum.	
- Accredited training in good clinical practice (ICH-GCP) and regulatory regulations for clinical trials 0.5 points for every 10 accredited hours, up to the corresponding maximum.	Maximum 4 points

- Other complementary training activities related to clinical research, data management or research methodology
 - 0.5 points for every 10 accredited hours, up to the corresponding maximum.

Maximum 2 points

Accredited professional experience	Maximum 50 points
Professional experience in the coordination, management or development of clinical trials and biomedical research studies.	Maximum 20 points
Professional experience in clinical research projects related to stroke and cerebrovascular diseases.	Maximum 15 points
Experience in clinical database management, electronic data collection notebook (Ecard), participant monitoring and data quality control	Maximum 10 points
Experience in scientific and technical management of multicenter projects, regulatory documentation or pharmacovigilance procedures	Maximum 5 points
Competency test or interview	Maximum 20 points
Criteria subject to value judgment will be assessed in accordance with the interview carried out	Maximum 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 E-mail:

protecciodedades@irbllleida.cat

Purpose of data processing and storage

At the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE** (hereinafter referred to as **IRBLLEIDA**) we process the information provided to us as an interested party, in order to:

- a) Manage your candidacy and participation in the corresponding selection process, including the receipt and assessment of the documentation submitted, the performance of tests or interviews, communication with the candidate and the resolution of the process.
- b) Check compliance with the participation requirements and assess the candidate's merits, experience, training and suitability for the job offered.
- c) Manage, where appropriate, the formalisation of the employment relationship with the selected person.
- d) To deal with possible claims, challenges or responsibilities arising from the selection process.

Legal basis of the 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 this 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 curriculum, 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 provide only the appropriate, 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 been completed, the data will be duly blocked for the periods necessary to deal with possible claims, challenges or legal liabilities. After these periods, the data will be deleted.

When the candidate has expressly authorised the storage 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 IRBLleida staff who have to intervene in the management of the process, only to the extent necessary to carry out their functions.

Providers who provide services to IRBLleida, 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 IRBLleida.

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

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

International transfers

International transfers of personal data outside the European Economic Area are not planned.

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 when 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 the data

The data identified as mandatory is 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.
Authorisation to keep the data for future selection processes is voluntary. Refusal to give this consent will not affect participation in the current call.

Rights of the interested parties

The candidate may exercise the following rights:

- access your personal data;
- request 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;
- oppose the 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 retain the data for future selection processes.

These rights can be exercised by sending a request to IRBLleida, at Avenida Alcalde Rovira Roure, no. 80, 25198 Lleida, or by email protecciodedades@irblleida.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 interested party 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 remedy that they deem 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 data subjects have been informed of the processing of their data.