

Reference: 010-24

## JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- **Clinical Trials Administration Technician** -

### The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established 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.

The Biomedical Research Institute of Lleida ([IRBLleida](#)) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital - [HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS\)](#); [Santa María University Hospital - HUSM](#), [Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute ([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.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter

and Code).

Please, [check out our Recruitment Policy](#)

**Professional profile of the person hired:**

- Clinical Trials Administration Technician

**Requirements (excluding applications that do not complete this section):**

- Bachelor's degree in health sciences (biomedicine, medicine, nutrition or nursing

These requirements must be met at the beginning of participation in the program.

**Context and tasks to be developed:**

The selected person will join the Institute for Research in Biomedicine of Lleida (IRBLleida) to fill a position as administrative support technician for the Clinical Trials Unit (UAC) and will undertake the following tasks under the direction of the head of the UAC of the Institute:

- Administrative management of clinical trials
- Communication and coordination with the different agents involved in clinical studies: research staff, clinical trial coordinators, sponsors, CEIC, clinical services, etc.
- Drafting, review and negotiation of clinical study contracts.
- Control and financial monitoring of clinical trials
- Registration and maintenance of the clinical trials database.
- Invoicing, accounting, control and claiming of invoices for clinical study invoices
- Exploitation of clinical trial data/indicators
- Other administrative and managerial tasks inherent to the job position

**Desirable but not required/ Nice to have**

- At least 2 years of experience performing administrative tasks.
- Training related to the field of Clinical Trials.
- Knowledge of research project management

**Reference: 010-24**

- Knowledge of clinical trial management
- Management of the office environment (Excel, Word and PowerPoint) and databases.
- Catalan and Spanish spoken and written with fluency and correctness
- English (Minimum level B2)

### **The Offer – Working Conditions**

- Type of contract: Indefinite
- Professional category: Junior administrative technician/va
- Planned start date: Immediate
- Workday: Fulfilled 37.5 hours per week
- Remuneration: 21.735€ gross/yearly NOT including employer's social security contributions.

If there are changes in the work programme and/or budget of the project, the possibility to modify the period will be assessed (the duration of the contract is linked to the specific funding of the project/convention).

We provide a highly stimulating environment with state-of-the-art infrastructures. 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 welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLleida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit 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 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.

**Documents and application deadline:**

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 6 march 2024 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 010 -24.

<b>Selection process schedule for reference 010-24</b>	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida website, "Biocat" portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"> <li>- Interview of the pre-selected candidates</li> <li>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position</li> </ul>
Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
<b>Express selection process</b>	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p>	

The contract will be 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**

**Reference: 010-24**

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 principle 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 employment, 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**.

**L'IRBLleida es compromet amb els principis de reclutament i transparència basats en mèrits (OTM-R) d'acord amb els requisits de segell HRS4R**

## ANNEX I: SELECTION COMMITTEE

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### PRESIDENT

- Manager IRBLeida
  - Ms. Eva López

### CHAIRS

- Researcher at IRBLeida
  - Dra. Alicia Sánchez de la Torre

### SECRETARY

- IRBLeida HR manager
  - Ms. Elena Moscatel

**Reference: 010-24**

**ANNEX III: SCALE OF MERITS**

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**a) Academic curriculum and complementary training – 35 points.**

Valued:

- Training related to the field of Clinical Trials 15 points
- Management of the office environment (Excel, Word and PowerPoint) and databases 10 points
- Catalan and Spanish spoken and written fluently and correctly 5 points
- English (Minimum level B2) 5 points

**b) Certified professional experience. 45 points**

Valued:

- Minimum of 2 years of experience in administrative tasks 20 points
- Expertise in research project management 10 points
- Knowledge of clinical trial management 15 points

**c) Competence test or interview - 20 points**

**Any application that does not obtain a score of more than 40 points will not be considered**

## Information clause on the processing of personal data

### **Responsible for the processing**

Identity: **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA)**

TAX ID: G25314394

Address: Avda. Alcalde Rovira Roure nº80, 25198, Lleida

E-mail: [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat)

### **Purpose of data processing and conservation**

At the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (hereinafter referred to as IRB LLEIDA)** we process the information you provide as an interested party 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 the interested party objects to their processing.

### **Legitimation for data processing**

The legal basis for the processing of your data is the consent of the interested party when contacting the **INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA**.

### **Recipients of your data**

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, your data will not be communicated to third parties.

### **Rights of interested parties**

The owners of the data processed by IRB LLEIDA have the right at all times to access their data, rectify it, oppose its processing or delete it if they believe it is no longer necessary for the purposes for which it was collected. In addition, if you wish, you may request the portability of your data and limitation of their processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke your consent at any time.

To exercise these rights, you may contact **IRB LLEIDA** by e-mail at [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat). Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.