

Reference: 018-24

## JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- 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](#)

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[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:**

- Technician

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

- University degree or Bachelor's degree related to the area he/she occupies
- Minimum of 2 years of experience in a similar position.

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

**Context and tasks to be developed:**

The person will join the translational research group in respiratory medicine at IRBLleida, within the research line "Precision medicine in obstructive sleep apnea" as a technician and will perform management and administrative support activities and tasks of the group.

Some of the tasks to be performed are the following:

- Management of national and international projects
- Financial and administrative management
- Patent transfer management and intellectual property management
- Personnel and HR management (preparation of public calls for personnel, management of the group's agenda and organization of travel to conferences and scientific meetings)
- Support in the implementation of responsible research and innovation (RRI) and management of the group's external communication (support in the agenda, formalization of agreements with other institutions, management of the corporate intranet, etc.)

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

- Demonstrable experience in administrative management, minimum 3 years.
- Experience in management of national and international projects
- Experience in the use of programs to manage budgets and economic issues.
- Knowledge in the use of office tools
- Teamwork, analytical capacity, self-management, flexibility and organization.
- Training in legal aspects of contracting
- Training in data protection and intellectual property
- High level (oral and written) of the official languages (Catalan and Spanish)

#### The Offer – Working Conditions

- Type of contract: Indefinite contract for scientific and technical activities.
- Professional category: Technician
- Planned start date: Immediate
- Working hours: Full 37.5 hours per week
- First yearly remuneration: 24.800,00€ gross/yearly **NOT** including employer's social security contributions.
- Activity funding: C100036 - Long-term cardiovascular outcomes in patients with Resistant Hypertension and Obstructive Sleep Apnea with or without treatment with continuous positive airway pressure. A prospective observational study (SARAH Study).
- Duration of the contract: The project work programme foresees that the personnel costs will be developed in 3 months.

If there are modifications in the work programme and/or budget of the project, the possibility of modifying 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.

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The IRBLeida 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.
- Academic record
- The deadline for submission will end on 04 May 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 018 -24.

Selection process schedule for reference 018-24	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida website, "Empléate" 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>

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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 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. IRBLeida 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**.

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: SELECTION COMMITTEE**

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### **PRESIDENT**

- Manager IRBLeida
  - Ms. Eva López

### **CHAIRS**

- Researcher at IRBLeida
  - Dr. David de Gonzalo
  
- Researcher at IRBLeida
  - Dr. Jordi de Batlle
  
- Technician at IRBLeida
  - Ms. Anna Moncusi

### **SECRETARY**

- IRBLeida HR manager
  - Ms. Elena Moscatel

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**ANNEX III: SCALE OF MERITS**

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**a) Academic curriculum and complementary training – 50 points.**

Valued:

- High level (oral and written) of the official languages (Catalan and Spanish). 10 points
- Training in legal aspects of contracting 15 points
- Data Protection and Intellectual Property Training 15 points
- Knowledge of the use of office tools 10 points

**b) Certified professional experience. 30 points**

Valued:

- Demonstrable experience in administrative management, minimum 3 years. 10 points
- Experience in national and international project management 10 points
- Experience in the use of software to manage budgets and economic issues 10 points

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

**Any application that does not obtain a score of more than 50 points will not be considered**

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## 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.