PERSONES
PERSONAS
PEOPLE

IRBLleida
Institut de Recerca Biomèdica

WE ARE LOOKING FOR...

Clinical Trials Coordinator for USIC

What do we offer?

SCT	Clinical Research Support Unit
Type of contract	Indefinite with 6 months of probationary period
Beginning	Immediate
Day	37.5 h/week – full-time
Category	Senior Research Technician
Remuneration	To be determined

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 FGSHSCSP. 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 34 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.

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

Senior Research Technician

Requirements

Those candidatures that do not meet this point will be excluded

- University studies in Health Sciences or related areas.
- Catalan and Spanish level equivalent to C2
- English equivalent B2

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

Tasks to be carried out

The selected person will join the USIC to manage and support various trials and will perform the following tasks:

1- Perform tasks as a Coordinator in clinical trials of laboratories and studies promoted by HUAV and HUSM researchers:
   - Coordinate the research team of clinical trials developed in the Clinical Trials Unit.
   - Have a thorough knowledge of the study protocol and its requirements.
   - Preparation and attention to monitoring and audits.
   - Coordinate with the CEIC the implementation of the study. Identify, inform and establish cooperation flows with the services involved.
   - Scheduling patient schedules and preparing visits
   - Data entry in the CRF
   - Biological sample management: Sample processing and sample collection/shipment management in external laboratories
   - Other tasks of the role

2- Perform other administrative tasks in the management of clinical studies in case the service requires it:
    - Submission and processing of documentation in CEIm and AEMPS
    - Processing of insurance related to clinical trials
    - Rate review and update
    - Preparation of budgets and billing proposals.

It will be valued

Knowledge

- Master's Degree in Clinical Trials or Clinical Research
- Training related to the field of Clinical Trials
- Certificate of Good Clinical Practice in force
- Knowledge of scientific and clinical English

Experience

- Previous experience in a similar position within the Clinical Trials sector or in the area of clinical research
- Experience in managing SAP software
- Experience in the management of electronic data collection notebooks
- Expertise in Biological Sample Processing

Competences

- Organizational and multitasking skills
- Ability to work in a team and respect the organizational chart
- Creativity, empathy and enthusiasm
- Ease of learning

Characteristics of the contract

- ✓ Permanent contract with a six-month probationary period
- ✓ Intensive morning schedule, with the possibility of flexible hours according to the operations and coordination of the department
- ✓ Remuneration: to be determined according to the experience and value of the candidate in accordance with the IRBLleida salary tables:

TÉCNICO/A SUPERIOR DE INVESTIGACIÓN	8	Técnico/a superior de investigación C4	31.924,37 €
	7	Técnico/a superior de investigación C3	28.503,90 €
	6	Técnico/a superior de investigación C2	25.336,80 €
	5	Técnico/a superior de investigación C1	22.169,70 €

Why work at IRBLleida?

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 28, 2025 at 2:00 p.m.

Applications received after the deadline/date will be automatically excluded.

Interested people can apply for the offer by filling out the form and sending your CV and cover letter, indicating the name of the offer to which you are applying and the reference **040-25.**

Selection calendar for the reference process 040-25	
Minimum 15 days	Publication and dissemination of the offer: IRBLleida website, Euraxess (by research staff), social networks, other employment websites depending on the position offered.
Maximum 2 working days following	Sending CVs to the Selection Committee
Maximum 5 working days	Holding of the Selection Committee - Interview with pre-selected candidates - Assessment and Award Record of the Selection Committee
Maximum 5 working days	Carrying out the necessary administrative procedures to formalise the employment contract

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.

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. IRBLleida 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.**

IRBLleida 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
Vocals	Dr. Alicia Sánchez, Head of the Clinical Trials Unit
	Dr. Maria Ruiz, SCTs Coordinator
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department

ANNEX II. MERIT SCALE

Academic curriculum and complementary training	**35 points**
• Master's Degree in Clinical Trials or Clinical Research	15 points
• Training related to the field of Clinical Trials	10 points
• Certificate of Good Clinical Practice in force	5 points
• Advanced knowledge of scientific and clinical English	5 points
Accredited professional experience	**45 points**
• Previous experience in a similar position within the Clinical Trials sector or in the area of clinical research	25 points
• Experience in managing SAP software	5 points
• Experience in the management of electronic data collection notebooks	10 points
• Expertise in Biological Sample Processing	5 points
Competency test or interview	**20 points**
• Criteria subject to value judgment will be assessed according to the interview conducted	20 points
Top score	**100 points**

Applications that do not exceed 50% of the maximum score will be rejected

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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@irblleida.cat

Purpose of data processing and storage

At **THE INSTITUTE FOR BIOMEDICAL RESEARCH OF LLEIDA** (hereinafter referred to as **IRBLLEIDA)** we process the information that you provide us as a data subject, in order to manage the processing of your curriculum and candidacy.

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 there is opposition to their processing by the interested party.

Legitimacy for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting **THE INSTITUTE FOR BIOMEDICAL RESEARCH OF LLEIDA.**

Recipients of your data

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

Rights of data subjects

The owners of the data processed by **IRBLLEIDA** have the right at any time to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. In addition, if you wish, you may request the portability of your data and limitation of the processing of the same. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke the consent given at any time.

To exercise these rights, you can contact **IRBLLEIDA** by email protecciodedades@irblleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.