

Reference: 029-24

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Projects 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

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[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:

- Projects Technician

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

- Bachelor's Degree in Science, Health or related fields
or
- Bachelor's degree in Business Administration and Management, Business Sciences, Economics or similar.

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 Projects Department - Postaward Unit and will perform the following functions:

In the management of projects after their award

- Support in the management and closure of awarded projects.
- Elaboration of economic documentation to justify the different actions in the life cycle of a competitive project (national or international). This includes: management of agreements, changes of items, changes to the research team, extensions of execution, opening of the project in the ERP of the Institution, etc.
- Preparation of documentation for optimal justification for IRBLeida's intramural grant offer.
- Coordinate the deadlines for the receipt of documentation for the justification of both public and private competitive and non-competitive projects.
- Economic planning meetings with the responsible researchers at the beginning of the projects.
- Follow-up of the expenditure charged to a portfolio of projects through a software for research management (Fundanet).

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- Performing the payrolls of the workers in charge of IRBLleida projects, with the aim of facilitating the verification that the payrolls are being executed within a project.
- Manage the extraction of all receipts of payments made through projects, once the remittance of invoices, to facilitate the subsequent economic justification of the projects.
- Support in the process of verification and management of project orders, checking that the concepts are budgeted and that the current legislation on public procurement is complied with.
- Validation of the receipt of orders by the different research teams and uploading of the supporting documentation to the Fundanet tool.
- Advise the research staff on the procedure of purchases in charge of projects and actions attributable to them, according to the call for proposals.
- Detection of project expenses that should be tendered.

Other tasks

- Management of congress registration payments for research personnel.
- Collaborate with the generation of production indicators of the Institution, for its subsequent evaluation, both internal and external.
- Administrative tasks that are entrusted to him/her by his/her responsible, management or direction, with the purpose of contributing to the achievement of the objectives of his/her area or department of the IRBLleida.
- Participate in the Committees and Commissions that the place requires.

In general, collaborate and execute all those tasks that are entrusted by the head of the department.

Desirable but not required/ Nice to have

- Complementary Post-Graduate studies in Business Administration and Management, Business Sciences, Economic Sciences or Basic and Health Sciences.
- Complementary training related to Business Administration and Management, Business Sciences, Economic Sciences or Basic and Health Sciences.
- Level of Catalan or Spanish equivalent to C1 or higher.
- Accredited level of English B2 or higher.
- Previous experience in research project management.

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- Previous experience in purchasing process management.
- Previous experience in public aid justification tasks.
- Person with initiative, committed, used to working in a team and under pressure.
- Ability to analyze, learn and adapt to changes.
- Responsible, organized, planned and methodical person.

*The people selected for the interview phase will have to solve an exercise to demonstrate their knowledge of the Excel program. The exercise requires knowing how to use different formulas and simple dynamic tables in an agile way.

The Offer – Working Conditions

- Type of contract: Indefinite term with 6 months probationary period.
- Expected start date: Immediate
- Workday: Full 37.5 hours per week
- Remuneration: 21.735,00€ gross per year

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 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.

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Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 3 July 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 029 -24.

| Selection process schedule for reference 029-24 | |
|--|---|
| Minimum 15 days | Publication and dissemination of the job offer: IRBLLleida 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"> - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position |
| Next 5 working days | Completion of the paperwork required to formalize the employment contract |
| Immediate | Approximate contract starting date |
| Express selection process | |
| <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> | |

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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. 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 is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

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ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Scientific Director of the Institute of Biomedical Research of Lleida
 - Dr. Diego Arango

CHAIRS

- IRBLleida Deputy Director
 - Mr. Joan Sayós

- IRBLleida Manager
 - Ms. Eva López

- IRBLleida's Projects Manager
 - Mr. Joaquin Bonelli

SECRETARY

- IRBLleida's HR and Legal Manager
 - Ms. Elena Moscatel

ANNEX III: SCALE OF MERITS

a) Academic curriculum and complementary training – 40 points.

Valued:

- Complementary postgraduate studies in Business Administration and Management, Business Sciences, Economic Sciences or Basic and Health Sciences. 15 points
- Complementary training related to Business Administration and Management, Business Sciences, Economic Sciences or Basic and Health Sciences. 10 points
- Level of Catalan or Spanish equivalent to C1 or higher. 5 points
- Accredited English level B2 or higher. 10 points

b) Certified professional experience. 40 points

Valued:

- Previous experience in research project management. 15 points
- Previous experience in purchasing process management. 10 points
- Previous experience in public aid justification tasks. 15 points

c) Competence test or interview - 20 points

Criteria subject to a value judgment will be evaluated

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

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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

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. Likewise, if you consider that your rights have been infringed, you may lodge a complaint with the Catalan Data Protection Authority.