



WE ARE LOOKING FOR...

Technical Secretary

What do we offer?

Department	Technical Secretary
Type of contract	Indefinite with 6 months of probationary period
Starting date	Immediate
Working hours	37,5 hours – Full time
Category	Administrative technician
Remuneration	To be determined according to experience and value

The Institute

The Institute of 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 behavior 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 integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups of:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University

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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 guarantees efficiency, management flexibility, talent attraction 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:

Technical Secretary Technician

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

- Bachelor's Degree, diploma, or equivalent University Studies.
- Catalan and Spanish advanced

These requirements must be met at the beginning of the selection process.

Context and tasks to be developed:

The selected person will be located at the IRBLeida Support Office, and their duties will include the following:

- Support to the Director of the Institute
 - Active collaboration with the Management in the processes of different accreditations of the Institute: CERCA, Carlos III Health Institute and HRS4R, among others.
 - Support in the preparation of the meetings of the management team (including the Internal Scientific Committee, External Scientific Committee, Executive Committee and Board of Trustees), and institutional events (including the annual symposium and the *IRBLeida faculty retreat*).
 - Participation in the design, implementation and monitoring of the strategic planning of the centre, including the following plans: Five-year strategic plan of the Institute, Innovation, Scientific-technical services, Equality, Human Resources (HRS4R), Open Science and internationalisation, among others.
- Knowledge management

- o Coordination on the preparation and submission of indicators requested by different entities.
- o Collaboration in the study and establishment of criteria for the recording of data to the computer system to obtain these indicators.
- o Design of the facilitating tools for obtaining indicators, such as Fundanet and Power BI.
- Quality Policy
 - o Active member and promoter of the Institute's Quality Commission.
 - o Maintenance of the institute's quality accreditation (ISO 9001:2015)
 - o Review of the different documents of the Institute's Quality Plan: Process Map, Process Sheets, Quality Policy.
 - o Registration and monitoring of non-conformities.
 - o Sending of the different quality surveys defined in the Quality Plan.
 - o Preparation of the Institute's annual quality report.
- Continuous training of the Institute's staff
 - o Participation in the detection of staff training needs.
 - o Preparation and management of the Training Plan, monitoring and evaluation of the results.
 - o Participation in the organization of the courses established in the Training Plan.
- Resolve all possible issues within their sphere of responsibility, and propose alternatives to resolve issues that go beyond their scope of decision-making.
- Any other tasks assigned within their area and technical preparation.

Desirable but not required/ Nice to have

Knowledge

- ✓ Academic qualification in the scientific field.
- ✓ To be in possession of a doctoral degree.

- ✓ Demonstrably high level in English.
- ✓ Demonstrable high level of Excel and data management.
- ✓ Knowledge of design and project management methodologies.
- ✓ Training in continuous improvement processes.
- ✓ Knowledge of the environment around a research institution

Experience

- ✓ Previous experience in a technical secretarial position
- ✓ Experience in continuous improvement processes
- ✓ Experience in design and project management

Competences

- ✓ Teamwork and individual skills

Contract Specifications

- ✓ Indefinite contract with a 6-month probationary period.
- ✓ Immediate start.
- ✓ Full-time (37.5 hours per week).
- ✓ Remuneration to be determined, according to the category indicated in our salary tables, according to the experience and value of the selected person.

Senior Technician	€28,503.90
Technician	€25,336.80
Junior Technician	€22,169.70

Why work at IRBLeida?



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



We offer complementary training for all profiles. To consult 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.



Work and family 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 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 Tuesday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

All applications must include:

- A presentation letter
- Curriculum vitae

The deadline for submission is on the 10th of March 2025 at 2.00p.m.

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 012-25.

Selection process schedule for reference 012-25

Minimum 15 days	Publication and dissemination of the job offer: IRBLLleida website, REGIC portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
	Meeting of the Selection Committee:
Next 5 working days	<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	Immediate

Express selection process

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.

This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.

Regulation and normative principles

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**.

IRBLeida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the requirements of the HRS4 seal.

ANNEX I: SELECTION COMMITTEE

President	Dr. Diego Arango, Cientific Director
Chairs	Dr. Joan Sayos, Cientific Deputy Director
	Ms. Eva Lopez, Manager
Secretary	Ms. Elena Moscatel, People and Legal Manager

ANEX III. SCALE OF MERITS

Academic curriculum and complementary training	50 points
• Knowledge of design methodologies and project management	15 points
• Training in continuous improvement processes	10 points
• Demonstrable high level in English	10 points
• Academic qualifications in the scientific field	5 points
• To be in possession of a doctoral degree	5 points
• Knowledge of the environment of a research institution	5 points
Accredited professional experience	30 points
• Previous experience in a technical secretarial position	10 points
• Experience in continuous improvement processes	10 points
• Experience in design and project management	10 points
Componential test or Interview	20 points
• Criteria subject to value judgment will be assessed according to the interview conducted	20 points
Maximum punctuation	100 points

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

Informative clause on data protection

Responsible for processing

Identity: INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA

TAX ID: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida

E-mail: protecciodedades@irbllleida.cat

Purpose of data processing and conservation

At the INSTITUT DE RECERCA BIOMÈDICA 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 curriculum and application.

The data obtained will be kept for a period of up to 12 months, in order to collect future applications if these are not updated before or until there is opposition to their processing by the interested party.

Legitimacy for the processing of data

The legal basis for the processing of your data is the consent of the interested party when contacting the INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA.

Addressees of your data

Your data will be communicated to third parties and collaborators related to the organisation. Apart from these entities, the 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 them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. Furthermore, if you wish, you may request the portability of your data and limitation of their processing. In this latter case, we will only keep them for the exercise or defence of claims. Likewise, you may revoke the consent given 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 violated, you may lodge a complaint with the Catalan Data Protection Authority.