

## INTERNAL / EXTERNAL CALL

### The Institute

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** is a scientific foundation which mission is to improve health and quality of life of the population, through the production and dissemination of scientific knowledge, training of researchers to an international standard, and promoting health innovation and the incorporation of medical advances in clinical practice and healthcare policies. Created in 1992, the institute was attached to the Autonomous University of Barcelona (UAB) in 2003, and since 2011 it is part of the Government of Catalonia's CERCA Programme.

For the Foundation, it is a priority to ensure that the most suitable candidate is hired to fill a job through an open, transparent and merit-based selection process (OTM-R). Following these guidelines, staff mobility, knowledge exchange and, ultimately, the increase in the quality of teaching and research will be enhanced. Faithful to our commitment to the European Union's human resources strategy, our institution's personnel selection and recruitment procedures are governed by a set of basic principles that guarantee equal access to employability for all. Therefore, the constitutional principles of equality, merit and ability are followed, respecting in all cases the national and international regulations in force in this area, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). The principles of C&C are applicable to the recruitment of any personnel of the institution, regardless of their professional category. For this reason, our Foundation has obtained the recognition of "Excellence in R+D in Research" granted to the IIB Sant Pau, since 2015.



The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Human Resources Unit**:

**A2A Junior Administrative Officer (Personnel administration)**

## About the Unit / Group:

The HR Unit manages all processes with the human resources of the IIB Sant Pau. It provides support and services to employees and research groups at IIB Sant Pau in all matters related to the life cycle of the employee, as well as in the field of Occupational Risk Prevention.

These services include:

- Recruiting & Hiring
- Onboarding, training and development
- Payroll, Compensation, and Benefits
- Training & Development
- Occupational Risk Prevention

The unit, created in 2021, is also developing and implementing IIB Sant Pau's Human Resources policies.

She also contributes to the implementation of the Human Resources Strategy for Researchers (HRS4R) at the Institute.

## Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FP II) or equivalent
- Accredited professional experience
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan or, failing that, the selected candidate will have to demonstrate, or promise to obtain, within a period not exceeding one year, a correct knowledge of the two official languages in Catalonia.
- Intermediate knowledge of office tools (excel, word, power point, etc).

## Skills will be valued

- Previous experience in Human Resources Departments
- Previous experience in Research Centers or Public Sector Institutions.
- Training related to labor management and labor relations or HR
- Previous experience with Sistema Red, Contrat@, Siltr@, Delt@ or Cont@, Certific@, and other HR tools.

- Knowledge of ERP Fundanet, A3Nom or A3Innuva program
- Knowledge of English.
- Proactive, versatile, decisive, autonomous and responsible person

## Functions

- Management of staff time control (attendance check, monitoring and control of absenteeism, justification of absences, resolution of incidents, etc.).
- Preparation of documentation required by the Institution's staff (recruitment proposals, compatibility files, company-employee agreements in terms of internal policies, labour certificates, etc.)
- Preparation of documentation for Audits and/or required by other Departments
- Preparation of certificates (unemployment benefit, maternity/paternity benefits, risk of pregnancy, direct payment of Social Security, permanent disabilities, withholdings, etc.)
- Administrative management of bonuses for the hiring of research staff.
- Resolution of doubts and questions of the Institution's staff in the field of HR and RRLL.
- Support in the monitoring of employment contracts, (monitoring of expirations, economic monitoring)
- Support in the formalization of contracts, drafting of agreements, novation, etc.
- Support in the updating of the Department's database as well as in the different tools of the HR Department.
- Any other administrative task required by the Head of the Department.

## Offered

- Indefinite contract,
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- HR Unit

## Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Santa Creu i Sant Pau Hospital Research Institute Foundation, address [ir\\_seleccio@santpau.cat](mailto:ir_seleccio@santpau.cat), indicating the reference **2024/006**:

### (1) Application letter and updated Curriculum Vitae

At the request of the Santa Creu i Sant Pau Hospital Research Institute Foundation, the candidates must present the documentation accrediting the merits mentioned in the curriculum vitae.

Applications will be resolved within a maximum period of one month from the end of the deadline for submission of documentation. At the end of this period, without having been notified of an express resolution, the interested parties will be entitled to understand that their applications have been rejected.

Santa Creu i Sant Pau Hospital Research Institute Foundation may declare this call for applications closed if, according to its criteria, the candidates does not meet the conditions that the Institution considers necessary to fill the position.

The interpretation of the requirements and their enforceability to the candidates will be exclusive to the Santa Creu i Sant Pau Hospital Research Institute Foundation.

**The deadline for submitting applications  
will end on 6 February, 2024, at 3:00 p.m.**

*Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, sited at C. Sant Quintí, 77-79, 08041, Barcelona, Tel: 93 291 90 50, NIF: G-60136934, as Data Controller and in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Organic Law 3/2018 of 5th of December, on the protection of personal data and the guarantee of digital rights, will treat your data with the sole purpose of developing this call. The legal basis for this treatment is the article 6.1 a, c and f from the GDPR, giving that we will ask for your consent, the treatment is necessary for the application of precontractual measures and its necessary to satisfy the legitimate interests pursued by the Data Controller.*



*The data will be kept during the necessary time to develop the call. Data will be treated solely by that areas and services that are allowed to in accordance with their assigned competences and functions. There will be no data cessions made unless there is a legal obligation to do so. You are entitled to exercise the rights of access, rectification, deletion, opposition, limitation and portability. In case you have any doubts, you can contact the data protection delegate at [dpo\\_ir@santpau.cat](mailto:dpo_ir@santpau.cat). You also have the right to file a complaint to the relevant control authority.*

**PERMANENCE COMMITMENT:** *Selected persons who will hold the summoned or vacant position, will not be able to apply for a new call until 1-year period has expired. In case of part-time job positions, this period will be of 6 months. In both cases, the period will compute from the date of publication of the resolution. The vacant summoned, and the ones that derive from it (intern movements), will be successively covered on the same proceeding among the submitted candidates to each particular call, regardless of whether this entails coverage of places in turns other than the call.*

Barcelona, 23/01/2024



**Human Resources Department**

Santa Creu i Sant Pau Hospital Research Institute Foundation



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