

CALL FOR INTERNAL PROMOTION

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.



HR EXCELLENCE IN RESEARCH

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

A3B Senior Administrative Technician

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 the employees and research groups of the IIB Sant Pau in all those matters related to the employee's life cycle, as well as in matters of Occupational Risk Prevention.

These services include:

- Recruitment and hiring
- Incorporation, training and development
- Payroll, compensation and benefits
- Training and development
- Prevention of Occupational Risks

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

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

Essential requirements

- Minimum Qualification Required: Higher Education (Bachelor / Diploma / University Degree) or equivalent, specific to the area to be occupied.
- Accredited professional experience of at least 4 years in the position of Junior Management Technician or equivalent.
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan or, failing that, the selected candidate must demonstrate, or undertake to acquire, within a period not exceeding one year, a correct knowledge of the two official languages in Catalonia.
- B2 level of English
- Advanced knowledge of office tools (Excel, Word, Power Point, etc.).
- Experience in the planning, design and development of training programs.

Skills will be valued

- Previous experience in managing training actions (courses/conferences/teaching activities/workshops/seminars).
- Experience in training management in the health and/or research field or Public Sector Institutions.
- Knowledge of the FUNDAE bonus program and other training management and

accreditation platforms.

- Knowledge of ERP Fundanet.
- Basic knowledge of legal matters and review of training agreements/contracts
- Basic knowledge of budget management and invoicing.
- Responsible, decisive, proactive and autonomous person
- High stress tolerance.
- Internal customer orientation and ability to work in a team

Functions

- Plan, design and develop training actions.
- Manage the budget and established resources of the training area.
- Administer the virtual learning environment (access to participants, materials, course monitoring, query resolution, support for participants and teachers).
- Space/classroom management. Supervision of logistics and maintenance of both physical and virtual environments
- Management of the registration platform
- Processing of the bonus and accreditation process for the training actions.
- Training analysis and evaluation. Establish effective methodologies for evaluating the impact and satisfaction of the training - Make evaluation reports.
- Plan and develop promotion strategies, dissemination of training programs and recruitment of participants.
- Continuous development and improvement of training programs, adapting them to changes.
- Management of the archive of contents and documentation associated with the trainings.
- Processing and financial monitoring of income and expenses of teaching activities
- Review sponsorship financing agreements and collaboration agreements.
- Billing of teaching activities
- Budgetary and economic management of teaching activities
- Telephone assistance and documentation management
- Financial closure of courses and conferences
- Financial management and monitoring of recurring payments for Masters and Diplomas

Offered

- Indefinite contract,
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- Research Group: Human Resources 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 , indicating the reference **2024/084**:

**(1) Application letter and updated Curriculum Vitae
and signed Data Processing Authorization****

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.

****It is essential to attach the duly signed data processing authorization (document attached at the end of the call) ****

**The deadline for submitting applications
will end on May 24, 2024, at 3:00 p.m.**

*****The entry into force of the promotion will be retroactive to May 1, 202**



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. 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, 08/05/2024



Human Resources Departament

Santa Creu i Sant Pau Hospital Research Institute Foundation

AUTHORISATION FOR PROCESSING PERSONAL DATA

Dear candidate:

The Fundació Institut de Recerca del Hospital de la Santa Creu i Sant Pau, with CIF G-60136934 and registered office at C/ Sant Quintí, 77-79, (08024) Barcelona, as data controller, informs you that it will process your data for the following purposes:

- Receipt of applications.
- Analysis of applications in order to incorporate the worker into the team of the Fundació Institut de Recerca del Hospital de la Santa Creu i Sant Pau, for a current vacancy and for future selection processes that fit your profile.
- To carry out personnel selection processes, as well as to formalise the hiring of the employee, if applicable.
- Comply with the required legal obligations.

The legitimate basis for processing the data is based on the legitimate interest of processing this job offer, in accordance with the provisions of Article 6.1 b) of the General Data Protection Regulation, as your data are necessary for the performance of a contract, which the data subject is a party or for the implementation of pre-contractual measures at his or her request.

However, we inform you that your data (i) will only be processed by those departments or areas of the Institute which, according to their competencies and functions, have an interest in the selection of personnel, (ii) may be communicated to public authorities and organisations, in order to comply with a legal obligation, such as service providers and third parties necessary for the management and execution of the relations derived from the request made and (iii) that they will be kept for the periods foreseen for the prescription of legal responsibilities.

Finally, we inform you that you have the right to access your personal data, to rectify them, to request their deletion, to oppose their processing and to revoke your consent to this processing. In certain circumstances, you may request that we restrict the processing of your personal data, in which case we will only retain your personal data for the exercise or defence of claims. In addition, you have the right to make a complaint to the relevant data protection authority. If you have any questions about the processing of your data you can contact the Entity's Data Protection Officer by sending an email to dpd@santpau.cat.

Consent

I have been informed about the processing of my data and I consent to the processing:

YES NO

Name & Surname:

Signature