

## 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.



HR EXCELLENCE IN RESEARCH

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

**A3A Junior Administrative Technician (lawyer)**

## **About the (Unit/Group):**

The Legal Advice Unit of the IR Sant Pau is responsible for supervising and supporting the Institute in all its areas, in order to guarantee the correct compliance with the established legal regulations, offering advice both at a preventive level and resolution, in all branches of public and private law (civil, commercial, administrative, labor, criminal, transparency law, etc.). Additionally, implement and monitor regulatory compliance policies and procedures within the organization.

With regard to the General Data Protection Regulation (GDPR), the unit guarantees the correct treatment of data, both internal and external, and validates the functions of the protection delegate. The legal unit is also responsible for contracting the works, services and supplies required by the foundation, in accordance with the procedure and regulations of the Public Sector Contracts Act.

## **Essential requirements**

- Minimum Qualification Required: Higher Education (Bachelor / Diploma / University Degree in Law) or equivalent, specific to the area to be occupied.
- Minimum demonstrable knowledge and experience of three years in Compliance Officer and Complaints Channel.
- Demonstrated knowledge and experience as a Data Protection Officer.
- 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.
- Intermediate level of English.
- Advanced knowledge of office tools (Excel, Word, Power Point, etc.).

## **Skills will be valued**

- Previous experience in Research Institutions, as well as in negotiations with Research Institutions and Entities - both public and private - and in managing alliances between Research Institutions.
- Accredited knowledge and experience in the management of agreements derived from the Patronage Law and the Advertising Law.
- Minimum two years of accredited knowledge and experience in intellectual and industrial property focused, mainly, on the review, drafting and negotiation of agreements and contracts for the transfer and protection of knowledge, research and innovation and industrial property license agreements and intellectual
- Master's degree in Law (ICAB or similar).

- Member of the Bar Association.
- Intermediate knowledge of English and office tools (Excel, Power Point and Word).

## Functions

In the area of Compliance:

- Support for the Implementation of Compliance Policies: Assist in the implementation and monitoring of regulatory compliance policies and procedures within the organization.
- Monitoring and Follow-up: Assist in the continuous monitoring of the Foundation's activities, to ensure that they comply with legal regulations and internal policies.
- Training and Awareness: Collaborate in the creation and delivery of training and awareness programs for employees on compliance policies and applicable legal regulations.
- Risk Analysis: Participate in the identification, evaluation and management of regulatory compliance risks, as well as in the preparation of preventive measures.

In the field of public and private law:

- Drafting and revision of business collaboration agreements, donations and sponsorship contracts, confidentiality agreements, R+D+i service provision contracts, scientific collaboration agreements.
- Make allegations against decisions on ineligible expenses of research projects funded by public bodies.
- Legal advice on the signing of student agreements.
- All those entrusted to him by the Head of the Unit, in any branch of Law.
- In the scope of LOPD:
- Advise the company and its employees on their data protection obligations according to the General Data Protection Regulation (RGPD) and other applicable regulations.
- Compliance Monitoring: Monitor compliance with data protection regulations within the organization, including managing internal policies and conducting periodic audits.
- Management of Requests: Manage the requests of interested parties relating to the exercise of their rights (access, rectification, deletion, etc.) and ensure that these are resolved within the established legal deadlines.

- Training and Awareness: Develop and deliver training programs for employees on data protection policies and their obligations in this area.
- Impact Analysis: Carry out or supervise data protection impact assessments (PIAs) to identify risks and propose appropriate mitigation measures.

Generalist:

- All those entrusted to him by the Director of the Unit, in any branch of Law.

## Offered

- Indefinite contract,
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- Research Group: Legal Advice 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 **2024/095**:

### (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 31, 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, 17/05/2024



**Human Resources Department**  
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](mailto: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