

## EXTERNAL CALL

**The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau is seeking to hire a:**

**MANAGING DIRECTOR**



### **The Institute**

Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau (IR Sant Pau) is the managing entity of the Sant Pau Research Institute, a centre that belongs to the CERCA system (Research Centres of Catalonia) and has been accredited as a Health Research Institute by the Instituto de Salud Carlos III since 2011. Established on June 4, 1992, the Foundation has a scientific character and its mission is to promote basic, clinical, epidemiological and health services research in the fields of health sciences and biomedicine.

### **Mission and Objectives**

According to Article 5, Chapter II of its Statutes, the Foundation's objective is to promote, develop, transfer, manage and disseminate research and innovation, scientific and technological knowledge, teaching, and training in the fields of life sciences and health. As stated in Article 6.2b of the same Statutes, it must promote and strengthen relationships and knowledge exchange between its own researchers and those from the Hospital de la Santa Creu i Sant Pau, as well as foster alliances with the various centres and institutions of the Sant Pau Biomedical Campus and with other entities in the life sciences and health sector.

Within this framework, IR Sant Pau is comprised of its own and affiliated personnel who conduct research in multidisciplinary groups from the consortium institutions: the Fundació de Gestió Sanitària del Hospital de la Santa Creu i Sant Pau, the Fundació Privada Hospital de la Santa Creu i Sant Pau, the Fundació Puigvert, the Universitat Autònoma de Barcelona, the Banc de Sang i Teixits, the Centre Cochrane Iberoamericà, the Equip d'Atenció Primària



Sardenya, the Equip d'Atenció Primària Dreta de l'Eixample, the Agència de Salut Pública de Barcelona and the IR Sant Pau.

At present, the Foundation employs over 400 professionals, including researchers, support technicians, and administrative staff who support over 1,300 researchers grouped into 73 research groups: 52 accredited research groups organised into 5 strategic areas (Cardiovascular Diseases; Oncohaematological Diseases; Neurological Diseases, Neuroscience and Mental Health; Epidemiology, Public Health and Primary Care; and Translational Medicine) and 21 associated research groups. These groups produce a high volume of scientific output, with more than 1,200 publications, 67% of which were in first quartile journals in 2024.

IR Sant Pau has been awarded the "HR Excellence in Research" recognition from the European Commission for its human resources strategy in research.

The Institute has defined 5 transversal programmes that establish a collaborative working system to tackle shared objectives and solutions: Advanced Therapies; Genomic Medicine and Rare Diseases; Prognostic and Diagnostic Biomarkers; Better Health Care; and Women's Health and Gender.

Our research lines are fully aligned with the Spanish Strategy for Science, Technology and Innovation as well as the European Strategy for Science and Innovation, with the objective of integrating research effectively into our healthcare system. In this sense, and in line with the mission of a hospital-based research centre, IR Sant Pau's scientific strengths are aligned with those of the Hospital de la Santa Creu i Sant Pau and the other consortium institutions.

### **Infrastructure and Capabilities**

The Institute has modern, highly specialised research infrastructure, with over 16,000 m<sup>2</sup> dedicated to research within the Sant Pau Campus, including a building inaugurated in 2019 that houses laboratories, scientific platforms, and technical services in an efficient and sustainable environment.

It has ISO 9001-certified platforms that support researchers in areas such as genomics, cytometry, microscopy, biobanking, and immunohistochemistry. Additionally, it offers advanced services for cell cultures, radioactivity, and animal experimentation, with facilities equipped with operating rooms and specialised modules.

Clinical trial activity is managed through the Clinical Research Unit, which includes the Clinical Trials Management and Documentation Area (AGDAC), the Drug Research Centre

(CIM), and the Clinical Research and Clinical Trials Unit (UICEC), covering all phases from trials with healthy volunteers to independent research projects.

The Institute also commit to in advanced therapies through a unit with AEMPS-accredited clean rooms, focused on the development of Advanced Therapy Medicinal Products.

### **New Strategic Plan 2025-2030**

With the ambition of becoming an international benchmark in translational biomedical research, the Institute has recently approved a new Strategic Plan that marks the beginning of an exciting and transformative phase. We face a collective challenge that we embrace as an opportunity to grow, innovate, and advance together in a shared project with the aspiration of having a real impact on people's health.

This plan is structured around five key pillars: scientific excellence, competitiveness in talent and resources, social and health impact, international projection, and organisational cultural transformation.

The strategic pillars are deployed through clear and measurable objectives and are based on values such as creativity, passion, commitment, and integrity. To ensure effective implementation, an innovative methodology based on "Transformation Waves" has been adopted, with six-month cycles and multidisciplinary teams driving priority projects using agile methodologies, fostering dynamic and adaptive execution.

### **Essential requirements**

- Academic Background: Preferably a degree in Economics, Business Administration and Management, or Health Sciences (preferably Medicine, Biomedicine, or Pharmacy). Other degrees will be considered.
- Master's Degree in Management, MBA, or other specialised Master's degrees.
- Experience: A minimum of 5 years of management experience in similar research-related institutions, preferably in hospital settings.
- Proficiency in both official languages of Catalonia, spoken and written. Candidates who do not hold a C-level Catalan certificate must demonstrate or commit to acquiring adequate knowledge of both official languages within one year.
- Advanced level of English.
- Advanced knowledge of office tools (Excel, Word, PowerPoint, etc.).

## Skills will be valued

The following professional competencies will be positively valued:

- Team Management: Professional experience leading multifunctional teams.
- Financial Management: Experience managing expense and investment budgets and developing business plans. Financial management experience in the public sector will be valued.
- Process Management: Experience implementing tools to measure business performance, efficiency, and profitability indicators.
- Clinical Trials Management: Experience in the private pharmaceutical sector leading clinical trial development strategies in the public healthcare sector.
- Strategic Vision and Negotiation Skills: Experience negotiating with multiple stakeholders (public and private sectors) and with internal and external clients.
- Tactical and Operational Capacity: Experience and ability to translate a strategic plan into a realistic, measurable, and profitable tactical plan.
- Planning and Organisation of complex structures.

## Functions

The successful candidate will be appointed by the Board of Trustees upon the proposal of the Scientific Director. The person appointed to this position will report directly to the Scientific Director and will be responsible for leading and executing the following functions:

- Financial, accounting, and budgetary management. Management of received funds and preparation of annual accounts. Preparation of annual financial reports and processing of reports for different institutions, ensuring compliance with all tax requirements.
- Administrative organisation of the Institute. Execution and management of purchases, construction work, external services, and supplies in accordance with current Public Procurement legislation. Management of suppliers.
- Human resources management of the Foundation, including staff recruitment, termination and rescission of employment contracts, personnel incident management, HR organizational policies, promotion of CSR policies, and talent acquisition and retention.
- Management of service provision contracts and client relations.

- Monitoring of the economic and administrative activities arising from the Institute's operations, such as clinical research (clinical trials), management of grants, and adjustments related to research projects and private projects.
- Providing the necessary administrative means and support for Board of Trustees meetings and other Foundation governing bodies.
- Safeguarding the Foundation's assets and maintaining the inventory of goods.
- Managing all administrative activities related to the Foundation's assets, including movable and immovable property and financial assets, following the Board of Trustees' guidelines.
- Identifying the economic and administrative needs of the Institute's Research Groups and other units.
- Any other duties assigned by the Foundation's governing bodies.

## Offered

- Permanent senior management contract with salary commensurate to experience and suitability for the position.

## Selection Process

- Pre-selection: The pre-selection process will be based on the qualifications and experience reflected in the candidates' CVs. It will be merit-based.
- Interview: Pre-selected candidates will be interviewed by the Director and a selection committee.
- Offer Letter: Once the selected candidate has been identified, the HR department will send a job offer specifying the start date, salary, working conditions, and other relevant details.
- Approval by the Board of Trustees: The selected candidate will be approved by the Institute's Board of Trustees upon the proposal of the Scientific Direction, in accordance with the provisions set forth in the Statutes.

## 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 **2025/096**:

### **(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 July 27<sup>th</sup>, 2025, 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, 02/07/2025



**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 [dpo@santpau.cat](mailto:dpo@santpau.cat)

**Consent**

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

☐ YES

☐ NO

Name & Surname:

Signature