

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 **Clinical Research and Clinical Trials Unit (UICEC)**, within the Clinical Research Platform:

Coordinator of Scientific Support to Clinical Research

About the Unit / Group:

The UICEC Sant Pau gives comprehensive support to researchers in the preparation and development of independent research projects sponsored by the Institut de Recerca Sant Pau and with no private funding from the pharmaceutical industry; specifically supporting investigators in the methodological, regulatory, administrative, economic and practical aspects of clinical research, subject to legal and ethical compliance and to the standards of good clinical practice.

The UICEC of Sant Pau is part of the Spanish Network of Clinical Research, an organization that supports the development of independent multicentre clinical trials and belongs to the platform SCREN (Spanish Clinical Research Network ISCIII).

Essential requirements

- Minimum qualification required: Degree in Health Sciences (preferably Medicine/Pharmacy).
- Minimum 4 years of accredited professional experience at the area or equivalent.
- 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.
- Advanced level of English
- Advanced knowledge of office tools (Excel, Word, PowerPoint, etc).

Skills will be valued

- Specialization in Clinical Pharmacology.
- Master's degree in Clinical Research.
- PhD in Pharmacology, Public Health, Clinical Research Methodology or related fields.
- Professional experience in Research Institutes linked to Hospitals or CRO's
- Experience in the regulatory field and clinical trial consultancy.
- Training in GCP (Good Clinical Practice).

Functions

- Coordinate the Clinical Research Unit for independent clinical studies/trials, supervising the work of study coordinators, study monitors, and technical staff assigned to the Unit.
- Act as the main contact point for investigators leading independent clinical research projects at IR SANT PAU, providing support and resolving inquiries.
- Coding and registration of clinical research projects sponsored by IR SANT PAU.
- Conduct comprehensive analysis and feasibility assessment of projects to ensure compliance with ethical and legal principles.
- Provide technical, ethical, and methodological advice in the preparation of documentation: protocol, patient information sheet, annexes, amendments, clarification responses, and technical reports.
- Offer technical support for the preparation of CTIS forms and annexes, submission of documentation to the AEMPS, CEIm, and other authorities, registration of studies in public databases (clinicaltrials.gov, EU-CT, REEC), and for responding to any requirements from the relevant authorities or the Ethics Committee.
- Coordinate between investigators, technical units, the Ethics Committee, and regulatory authorities to ensure the proper progress of projects.
- Review and approve reports prepared by other unit members: monitoring plans, monitoring reports, safety reports, follow-up reports, protocol deviation notifications, and suspected unexpected serious adverse reaction (SUSAR) notifications.
- Evaluate projects submitted for grants, upon request from the National and International Projects Unit.
- Coordinate independent, multicenter clinical research projects derived from our institution's participation in the SCReN platform.
- Any other tasks assigned by the Director of Clinical Research.

Offered

- Indefinite contract.
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Employment category: A4 Management Manager (Group IV: Management Staff)
- Remuneration according collective agreement
Integration in the structure of Clinical Research

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 **2025/124**:

(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 august 25th, 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. 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, 11/08/2025



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.

Consent

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

☐ YES

☐ NO

Name & Surname:

Signature