

INTERNAL / EXTERNAL CALL

The Institute

The **Hospital de la Santa Creu i Sant Pau Research Institute Foundation** (IR Sant Pau) is a scientific foundation whose mission is to improve the health and quality of life of the population through the production and dissemination of scientific knowledge, the training of researchers at an international level, and the promotion of innovation and health through the incorporation of medical advances into clinical practice and health policies. Created in 1992, it has been an excellence research center affiliated with the Autonomous University of Barcelona (UAB) since 2009 and, since 2011, a CERCA center (Catalonia Research Centers).

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 and Public Procurement Unit:

A2A Junior Administrative Manager of Public Procurement and Legal Services

About the Unit / Group:

The Legal Unit of IR Sant Pau is a key area within the Institute, responsible for ensuring regulatory compliance, providing preventive legal advice across all branches of law, and managing public procurement procedures and data protection. Its main objective is to provide comprehensive support to all areas of the Institute, ensuring that every activity is carried out within the current legal framework and in line with best practices in governance and transparency.

To achieve this, the Legal Unit is structured into three main areas:

1. Public Procurement

This area is responsible for the management and supervision of public procurement procedures to ensure that all awards of works, supplies, and services comply with the principles of legality, transparency, and free competition, in accordance with the provisions of the Public Sector Contracts Law.

2. Private Contracting (including commercial law and public-private collaborations)

The Private Contracting area manages agreements and contracts signed with private entities, public-private collaborations, and any commercial relationships involving the Institute. Its aim is to protect the intellectual and industrial property rights of both the researchers and the Institute, derived from their research activities. It also provides advice on the creation of spin-offs and the protection of intellectual and industrial property rights (such as trademarks, patents, clinical scales, among others).

3. Compliance and Data Protection

This area is responsible for ensuring compliance with current regulations in the fields of criminal compliance, transparency, and data protection.

In the area of Criminal Compliance, the main functions include:

- Coordinating the activities of the Criminal Compliance Committee to ensure that the Institute complies with laws, regulations, and ethical standards.
- Implementing and supervising internal policies and procedures to prevent illegal, fraudulent, or unethical activities.
- Promoting a culture of integrity and accountability among staff in relation to applicable regulations.

In terms of Data Protection, its functions include:

- Managing data protection in accordance with Data Protection regulations, ensuring the proper processing of personal information — for example, in sample transfer agreements or impact assessments — to guarantee compliance with specific regulations on biomedical research and data protection.
- Supervising the functions of the Data Protection Officer and handling inquiries and audits related to information privacy and security.

Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FPII) or equivalent
- Accredited professional experience in the development of the functions to be performed.
- 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

- Course in Legal Secretariat from ICAB or similar.
- Technical and professional knowledge in public procurement.
- Experience in the use of Fundanet.

Functions

- Develop the area's procedures, ensure their compliance, and propose improvement opportunities.
- Collaborate in the management, creation, follow-up, and formalization of the procurement files required by the institution.
- Collaborate in managing the Institute's tenders, as well as in the formalization of extensions and/or modifications of administrative contracts. Manage the legal documentation submitted by companies during tender processes.

- Collaborate in the creation, management, and follow-up of agreements, conventions, and contracts with clients and other entities or institutions associated with IR Sant Pau.
- Enter into the ERP-FUNDANET system the results of tenders, contract extensions and modifications, as well as the corresponding elements of collaboration agreements, arrangements, and contracts signed by IR SANT PAU.
- Provide administrative support to the internal information system of BST.
- Provide administrative support to the Data Protection Officer.
- Provide administrative support for maintaining the Transparency Portal.
- Manage the historical archive of agreements, conventions, contracts, and management assignments.
- Register all administrative contracts of IR Sant Pau and related agreements in the appropriate public registries.
- Carry out all functions and responsibilities inherent to the position.
- Perform any other tasks assigned by the legal counsels and the Director of the Legal Unit.

Offered

- Permanent contract.
- Annual working hours: 1,627.50 hours (37.5 hours/week).
- Salary according to agreement.
- Research Groups: Legal Advice and Public Procurement 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 **2025/180**:

(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 November 24th, 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, 10/11/2025



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