

INTERNAL / EXTERNAL CALL

The Institute

The **Research Institute of the Hospital de la Santa Creu i Sant Pau 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 by incorporating medical advances in clinical practice and health policies. Created in 1992, it is a center of research excellence attached to the Autonomous University of Barcelona (UAB) since 2009 and, since 2011, it is a CERCA center (Research Centers of Catalonia).

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 **People and Culture Area**:

A4 PAYROLL ADMINISTRATION MANAGER

About the (Unit/Group):

The People and Culture Area of IR Sant Pau works transversally with leaders, teams, and researchers to create a working environment that enables people to develop their full potential and allows ideas to thrive within an international research context. Reporting to General Management, its mission is to drive people management policies and practices aligned with the institutional strategy, promoting an ethical, inclusive, motivating work environment focused on well-being.

Essential requirements

- University degree in Human Resources, Business Administration, Labour Relations, Psychology, or similar.
- Proven experience of at least 4 years in the area or in an equivalent role.
- Spanish or Catalan, and a good level of English.
- Advanced level of office tools (Microsoft Office) and HR management systems.
- Previous experience with A3 and SILTRA.
- Experience in public, research, healthcare, academic, or similar environments.

Skills will be valued

- Specialized postgraduate studies.
- Previous experience with Sistema RED, Contrat@, Siltr@, Delt@, Cont@, Certific@, and other HR tools.
- Knowledge of ERP Fundanet, A3Nom, or A3Innuva.
- Experience in change management, organizational culture, and people development.
- Experience in diversity, equality, inclusion, and research excellence.
- Experience in occupational risk prevention.
- Proactive, versatile, solution-oriented person, with autonomy and a strong sense of responsibility.
- Availability for immediate incorporation.

Functions

- End-to-end payroll management: recording variables, absences, contractual movements; personal income tax (IRPF) regularizations; calculation, review, preparation of payment files, and reconciliations.
- Social security management: review and monitoring of bonuses and DCL tables, RLC, RNT, and calculations.
- Management and submission of CRA files.
- Payroll posting and accounting upload files.
- Tax forms 111, 216, and 190, and reconciliations.
- Preparation of HR KPIs (internal reporting and reports for the Generalitat, accounting statements, and applied bonuses).
- Processing employee salary advances and wage garnishments, as well as responses and follow-up on company debts/obligations.
- Coordination with the outsourced Flexible Compensation provider for employee onboarding/offboarding, card issuance, product contracting/billing, and payroll deductions.
- Configuration, creation, and/or modification of payroll concepts in the payroll system.
- Preparation of documentation for audits/inspections and other departments.
- Support and supervision of the hiring process (contracts, addenda, novations, salary agreements, settlements, and releases).
- Preparation of documentation required by institutional staff (hiring proposals, compatibility files, company–employee agreements regarding internal policies, employment certificates, etc.).
- Issuance of certificates (unemployment benefits, maternity/paternity benefits, pregnancy risk, direct Social Security payments, permanent disability, withholdings, etc.).
- Management of hiring incentives for research staff.
- Resolution of staff queries related to HR and labour relations.
- Process optimization and participation in strategic projects.
- Other tasks assigned by the People and Culture Directorate.

Offered

- Indefinite contract.
- Annual working hours of 1,627.50 hours (37.5 hours/week).
- Remuneration according to agreement.
- Research Group: People and Culture 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 **2025/210**

(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 January 7th, 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, 19/12/2025



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