



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, gender identity and expression, religion, age, functional diversity or ethnicity.



Ethics Committees Administrative

USCE

VHIR offers an administrative position within the Ethics Committees Support Unit (USCE).

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FP II), preferably within administration area.
- Good written and oral communication skills in Catalan, Spanish and English.

Desired:

- Specific training in administrative management of clinical trials (CTA).
- Knowledge of legislation regarding the protection of animals used in experimentation and other scientific purposes, including teaching.

Experience and knowledge:

Required:

- Good command of MS Office and other computer tools.
- Personal skills: well-organised, able to work responsibly and under tight deadlines. Team player with excellent interpersonal skills.

Desired:

- Specific training and/or experience in CTIS.
- Authorisation process of preclinical research projects with animal models.



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Main responsibilities and duties:

- Receive and review all documentation related to requests for ethical evaluation of clinical trials, clinical research or pre-clinical research projects.
- Register (physically and electronically) the specific documentation resulting from the activity of the unit and keep updated the corresponding records.
- Ensure the appropriate implementation of the established administrative procedures, both for the management of data entry and for its distribution and recording.
- Return the assessments resulting from the evaluation of the Ethics Committees Drug Research Ethics Committee (CEIm) and Animal Experimentation Ethics Committee (CEEA) to the agents involved in the research projects.
- Provide advice to investigators, sponsors and Contract research organizations (CROs) on administrative procedures (requirements, procedures, documentation) to be made in the presentation of evaluation applications to the CEIm and CEEA.
- Handle all outgoing or incoming correspondence.
- Telephone assistance to sponsors, CROs and investigators.
- Ensure that the activities are carried out in accordance with the requirements established in the procedures of the quality system of the unit, promoting and implementing the continuous improvement in its field of action.

Labour conditions:

- **Part-time position: 20h/week.**
- Starting date: immediately.
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale.
- Contract: Permanent.



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What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

How to apply:

Applicants should submit a full Curriculum Vitae and a motivation letter with the reference "**Admin USCE**" to the following email address: seleccio@vhir.org

Deadline to apply: 27/07/2024



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The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035- Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email dpd@ticsalutsocial.cat or lopd@vhir.org. In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are dpd@ticsalutsocial.cat. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.