

## The Vall d'Hebron Institute of Oncology (VHIO) Seeks a “ACADEMIC OFFICER”.

**Reference:** Ref. 2024-060-01

**Application deadline:** 04/11/2024

**Number of vacancies:** 1

### Job description:

As the Academic Officer you'll assist the Head of the VHIO Academy in planning and implementing the VHIO academic programmes. Under the supervision of the VHIO Academy Director and in collaboration with Graduate and Postdoc Councils, the members of the VHIO Academy and management staff, the Academic Officer is responsible to organise, monitor, plan, and implement activities and projects related to the VHIO undergraduate, graduate, postgraduate and internship academic programmes, in accordance with relevant national and international academic policies, and procedures.

The successful candidate will be working closely with the VHIO Scientific Community as well as with Human Resources, Scientific Projects Office and Communications Depts., among other internal stakeholders.

The Academic Officer is intended to:

- ✓ Plan and implement the activities related to the VHIO International Undergraduate, PhD, Postdoc, Mobility, MDs, and Internship programmes (e.g., organizing meetings, symposia, retreats, drafting minutes, gathering data and reports, updating webpages, etc.).
- ✓ Support the launch of scientific fellowship programmes: call opening and dissemination, eligibility check, interviews, notification of results and onboarding.
- ✓ Setting-up and keeping up-to-date personnel databases.
- ✓ Support activities for young researchers organized by the Institute.
- ✓ Liaise with other research institutes to share expertise on Academic Affairs.
- ✓ Other administrative functions: maintain and feed the Academic Office databases, manage the academic office information on the webpage and the recruitment portal.

### Requirements:



HR EXCELLENCE IN RESEARCH

Vall d'Hebron Institute Oncology (VHIO) endorses the Requirements and Principles of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers promoted by the European Commission and follows Equal Opportunities policies.

On 10th April 2018 VHIO was awarded the “HR Excellence in Research” logo. Our Institute was consequently granted permission to use the HR Excellence in Research Award logo as demonstration of its stimulating and favourable work environment in line with the Charter & Code.

- Bachelor's degree in a field appropriate to the area of assignment or, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved
- Experience in project management in an international research environment.
- Experience and/or familiar with the management of international scientific fellowship programmes.
- At least 2 years of experience in a similar function.
- Experience in managing academic activities in an international research environment.
- Experience in coordination, management and reporting of academic topics and calls.
- Excellent interpersonal skills are essential for this position, as is the ability to establish effective channels of communication with a large variety of stakeholders.
- Ability to work effectively with a diverse population.
- Demonstrated effective organizational skills and the ability to work in an independent and proactive manner.
- Exceptional communication and presentation skills.
- Strong organisational, time management and project management skills.
- Very good command (spoken and written) of English, Spanish and Catalan.
- Strong IT knowledge (user level)

#### We offer:

- Permanent contract.
- Full-time position (40h/week).
- Salary according to qualifications and experience following VHIO pay scales.
- Flexible remuneration program (includes restaurant vouchers/cards, transport, medical insurance, and “baby daycare” voucher).
- Flexible working hours and measures to balance work, family, and personal life, and promote gender equality, as established in the VHIO collective agreement.
- 23 days of holidays and 5 personal days.
- Access to VHIO's personal development and training plan.

#### Application:

Potential candidates should submit a curriculum vitae, letter of intent, and at least one reference using the form below or via email to [selecciorrh@vhio.net](mailto:selecciorrh@vhio.net) including the reference “Ref. 2024-060-01” in the subject line of your email.

#### About VHIO:

Under the leadership of Josep Taberero, the Vall d'Hebron Institute of Oncology (VHIO), has established itself as a comprehensive cancer center of proven excellence internationally. It is also thanks to VHIO's optimal organizational structure based on a purely multidisciplinary and



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translational model that VHIO talents continue to anticipate and tackle the many unresolved questions in combatting this multifaceted and heterogeneous disease.

Located within the Vall d'Hebron Barcelona Hospital Campus, our researchers closely collaborate and interact with Vall d'Hebron physician-scientists. Translational science and clinical research are therefore tightly connected which promotes superb interaction and teamwork which, in turn, accelerates the bench-bedside-bed cycle of knowledge. This privileged environment affords VHIO direct access to patients as well as the entire spectrum of oncology professionals who care for them, and a second-to-none appreciation of how cancer science can translate into more powerful, targeted treatments and better practice for the care of patients. VHIO's pioneering model and programs, coupled with its belief in combining strengths through cross-border collaborations, continue to spur advances in reversing cancer resistance, halting metastatic spread, and more effectively treating even the most undruggable tumor types.

VHIO has been awarded as a **Center of Excellence Severo Ochoa**, granted within the subprogram of the Spanish Institutional Strengthening of the State Plan for Scientific and Technical Research & Innovation, recognizes national research centers that demonstrate scientific leadership of excellence and impact at global level. The aid has been funded by the State Agency for Research (Agencia Estatal de Investigación) (CEX2020-001024-S / AEI / 10.13039 / 501100011033)

VHIO's translation toward precision oncology: <http://www.vhio.net>



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