

Talent Acquisition and Training Officer

Introduction to the vacant position:

We continue to grow and take on new challenges! Our People Management Unit is looking for a Talent Acquisition and Training Officer.

We are dedicated to supporting IBEC's mission by providing high-quality, efficient and accurate services to our entire community, always putting people at the center of everything we do.

We are immersed in the entire work life cycle of our employees, from selection and training to professional development, including contracting, promotion, payroll management, compensation and benefits, as well as attention to health and safety at work. In addition, we strive to facilitate study-and-work visas and offer induction and welcome programs to integrate new members into our organizational culture.

As part of our strategic commitments, we lead projects such as the Human Resources Strategy for Researchers (HRS4R), as well as the IBEC Equality, Diversity and Inclusion Plan.

Main tasks and responsibilities:

RECRUITMENT & SELECTION:

- End-to-End Recruitment: Manage the full recruitment cycle, including job description clarification, job ad publications, screening, pre-selection, interview coordination, online assessments, hiring manager communication, job offer preparation, and negotiation.
- Strategic Initiatives: employer branding initiatives and other Talent attraction projects
- Candidate Experience: Ensure a positive experience for all candidates throughout the recruitment process.
- Be the key point of contact for internal stakeholders, candidates, and new hires as an expert in Talent Acquisition.
- Improve our Applicant Tracking System (ATS) at the IBECNET.
- Partner with external recruitment agencies.
- Strive for continuous improvement, constantly looking for ways to improve our processes
- Onboarding administrative tasks.

TRAINING:

- Support the implementation of the annual training plan, with more than 70 courses per year.
- Assist with managing inscriptions, attendance, participants' certification and surveys in our Training Platform
- Coordinate training subsidies with Fundae in collaboration with our external provider
- Provide support for any other projects related to career development

Requirements for candidates:

Essential:

- University degree in humanities or social sciences.
- Minimum two years' experience in recruiting preferably in an in-house recruiting function in an international context.
- Full command in Spanish and English. Knowledge of Catalan.
- Excel advanced user and used to work with HR metrics.
- Passion to work with people.

- Competencies: Communication, proactivity, customer orientation, orientation to detail, planning and organizational skills, teamwork, creativity to find unique solutions and ability to implement them.

Advantageous:

- Experience with competency-based interviews.
- Experience working in an international environment and with diverse teams.

Advantageous:

- Specialization in Protocols and Events

We Offer:

- Number of available positions: 1
- Starting date: December 2024
- Working conditions:
 - Full time open-ended contract linked to projects “Programa de recerca i innovació en Teragnosi Aplicada”.
 - Measures to reconcile work and family life (parental leave, flexible schedule working hours, teleworking, 23 working days of paid holidays, 9 leave days for personal matters, among others).
- IBEC ensures equality of access to professional development opportunities irrespective of employment status, length at IBEC or other factors. The IBEC’s yearly training catalogue offers a wide range of training in technical and transferable skills including mobility grants and a Mentoring programme for predoctoral and postdoctoral researchers.
- Stimulating, interdisciplinary research and high-quality international scientific environment.
- Induction programme to facilitate incorporation at IBEC and additional support is provided for foreigners to obtain Visa-working permit and to install in Barcelona.

How to apply:

Until 7/11/2024 an online application form is available through IBEC dedicated site:

<https://careers.ibecbarcelona.eu/>

Only those applications submitted before the deadline will be evaluated.

Reference: TATO-CM

If you have any further question regarding your application, please contact us at

jobs@ibecbarcelona.eu

Principles of the selection process:

IBEC is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit based Recruitment principles (OTM-R) <https://ibecbarcelona.eu/careers-at-ibec/jobs/>

IBEC’s Commitment on equal opportunity:

Our strength and excellence as an international transdisciplinary Research Institute are based on diversity. Being an equal opportunity employer, we are committed to diversity and inclusion,

so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background.”

IBEC actively looks for female candidates for Senior positions ensuring that at least 40% of shortlisted applicants invited to interview have to be women with comparable level of CVs as the male candidates. At the end of the evaluation process, in case of equal merit, priority will be given to female candidates.

For candidates with children that come from outside Barcelona, we offer babysitting services during the interview, so you don't have to worry about anything else than doing a good interview. Contact us if you are interested in this service.

IBEC, as a signatory of the San Francisco Declaration on Research Assessment (DORA), will consider, especially for early-stage investigators, much more the scientific content of research outputs, than publication metrics or the identity of the journal in which it were published.

Protection of personal data:

IBEC guarantees that candidates' personal data are processed in accordance with the requirements of the EU General Data Protection Regulation (GDPR) and Law 3/2018 on Data Protection.

Personal data will be processed solely for the purposes of the selection process.

Who we are?

The Institute for Bioengineering of Catalonia, IBEC is an interdisciplinary research center focused on Bioengineering and Nanomedicine based in Barcelona. IBEC is one of the top research institutions named as a Severo Ochoa Research Centre by the Ministry of Science, Universities and Innovation, which recognizes excellence at the highest international level in terms of research, training, human resources, outreach and technology transfer.

IBEC's mission is to develop international high-quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was established in 2005 by the Generalitat de Catalunya (Autonomous Government of Catalonia), the University of Barcelona (UB) and the Technical University of Catalonia (UPC).

IBEC is located within the Barcelona Science Park and is managing 3.800 square meters facilities, with an annual budget of 22 Mio€; 4.150 square meters of facilities; 21 research groups and a team of researchers and support services of 400 people from 35 different countries.

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