



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.



Process Officer – Competitive Research

Competitive Research Directorate

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence.

The Competitive Research Directorate will support the scientific community at Vall d'Hebron throughout the full lifecycle of competitive projects. This Directorate encourages and supports researchers in the pursuit of competitive funding for research, detecting opportunities and contributing to the development of quality proposals.

In close collaboration with the Quality, Processes and Document Management Unit, the Competitive Research Directorate is currently looking for 1 experienced and motivated person to join the team as a Process and Continuous Improvement Officer.

JOB DESCRIPTION

Education and qualifications:

Required:

- University Degree.
- Training in Project Management and related tools.
- Fluency in Catalan, Spanish, and English.

Desired:

- Training in Quality Management Standards (ISO 9001, etc.).



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- Additional training in Process Management and Quality improvement tools (Lean, Agile six-sigma, etc.).
- Knowledge in Good Documentation Practices.

Experience and knowledge:

Required:

- At least 2 years of experience working in process analysis and improvement and/or Quality Management Systems.
- Well-organised person, with analytical thinking, team work ability, capable of working autonomously across the organisation, with attention to detail and good communication skills.

Desired:

- Previous experience in the health/research sector.
- Knowledge of the competitive funding for research landscape (funding agencies, programmes, calls).
- Experience in pre- or post-award grant management within a research institution grants office.
- Experience with the use of Project Management tools.

Main responsibilities and duties:

- Actively contribute to process analysis, mapping and continuous improvement of VHIR competitive research management activities.
- Participate in the implementation of improvement opportunities detected in the Competitive Research area and help detecting new ones.
- Draft and update Standard Operating Procedures (SOPs) and other documents relevant to the Competitive Research area, in coordination with the Quality, Processes and Document Management Unit.
- Implement Good Document Practices and document filing, according to the principles and instructions elaborated together with the Document Management Area.



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- Contribute to the development and improvement of the grant-management software system by identifying and prioritising user needs.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate.
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale
- Contract: Open-ended contract linked to the project.

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.



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Deadline to apply: 25-11-2024

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.

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