

CONV. ID-31/2019 IDIBAPS

1. POSITION OFFERED

1.1. A job is being opened to cover 1 **position of Institutional Actions Manager** to support the research project "BITRECS: Biomedicine international training research programme for excellent clinician-scientists" funded by EUROPEAN COMMISSION, Grant Agreement Number: 754550, at **INSTITUT D'INVESTIGACIONS BIOMÈDIQUES AUGUST PI I SUNYER (IDIBAPS)**. The position offers a temporary full time contract to be part of the Institutional Actions Office in the following professional category:

Required qualifications and skills:

- University degree; preferably in life sciences.
- Minimum 2-years of professional experience in project/grants management, event management and academic/training management; preferably acquired in research institutions.
- Be able to demonstrate proficiency in Catalan, Spanish and English (the expected minimum level of English is C1 or equivalent).
- Knowledge in office IT.
- Personal skills: Proactive, flexible, organised and independent but also good as a team player.

Additional requirements to be considered:

- Knowledge of the R+D+I sector to be demonstrated with academic or professional activity.
- Additional training in any of the disciplines of science management (master or postgraduate trainings, courses of specialisation, professional certifications or other equivalent credentials).
- Professional experience acquired outside Spain, preferably in an English speaking country.

Job description/Tasks to be developed:

The Institutional Actions Manager will be recruited by the Institutional Actions Office which is under the command of the Direction of Strategy at IDIBAPS.

The responsibilities of the Institutional Actions Office are to:

- Participate in the design of institutional actions (projects, action plans, training programmes, activities or others).
- Identify funding opportunities at regional, national or international levels and present competitive proposals to raise funds for the institutional actions.
- Plan and guarantee the right implementation of the institutional actions.
- Manage and follow-up the different institutional actions according to the rules and regulations established by the Institute as well as funding agencies, if applies.
- Execute tasks linked to the institutional actions.

The responsibilities of the Institutional Actions Manager are to:

Plan, implement and follow-up the BITRECS programme "Biomedicine international training research programme for excellent clinician-scientists" under the command of the Head of the Office. BITRECS has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement 754550, <http://bitrecs.idibaps.org/>.

BITRECS aims at recruiting excellent clinician-scientists and providing them life-long learning and career development opportunities. The implementation of this programme is related to other institutional actions of relevance such as:

- HRS4R Action Plan (2017-2020) for allowing IDIBAPS to improve its practices according to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment, <http://www.idibaps.org/research-career/hrs4r.html>.
- Stepping-stone training programme in non-scientific tools and skills for predoctoral and postdoctoral researchers, http://www.idibaps.org/research-career/en_steppingstone.html.

Some new institutional actions can be proposed under the request of the programme's objectives. These initiatives will probably need to be designed and financially supported. In those situations the Institutional Actions Manager will participate in the identification and application to new funding opportunities.

Presentation of applications:

All documents must include the reference code of the job offer (see upper left corner of the call):

- Candidates must enclose a Motivation Letter and their Curriculum Vitae.
- Proof of the merits exposed and copy of the Degree obtained.
- The application must include also signed authorization in reference to personal data protection law -European Regulation (UE) 2016/679- (Document attached, Page 3).

Place of submission: (clearly indicating the reference code of the job offer):

- Delivering it personally to the Dept. of Human Resources, located on the Esther Koplowitz Centre (CEK), C/Rosselló 149, from 10 am to 1 pm from Monday to Friday.
- Through regular mail, to the address referenced in the previous point.
- By e-mail to the e-mail address Rrhh.fundacio@clinic.ub.es

Application Deadline: 25/03/2019



1.2. The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pas the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces. "

1.3. Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

1.4. In accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (hereinafter the "Regulation"), we hereby inform you that:

- The party responsible for processing your data is the Institut d'Investigacions Biomèdiques August Pi i Sunyer (hereinafter "IDIBAS"), with Corporate ID No. Q5856414G, and registered address in Barcelona, Carrer Rosselló 149-153. You may contact the Data Protection Manager by sending an email to protecciodades.recerca@clinic.cat or by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona.
- When presenting your candidacy or sending us your CV, your data must be communicated with the aim and purpose of allowing employees at the entity to carry out management and selection processes.
- The information will be used by administrative and employee services in our entity, for their corresponding services, and may be submitted in full or in part to any authorities that, for legal reasons, require this type of information.
- The data provided will be held for a period of 1 year, and in addition once the relationship has been completed the data will be held for the period necessary to comply with legal provisions.
- The data provided may be transferred to a third country or international organisation, where necessary to justify the contract and/or salary of the employee providing the data.
- You have the right to access your data, request rectification of inaccurate data or request the removal of your data. Equally, you have the right to restrict the processing of your data, and you may oppose or withdraw consent for your data to be used in certain circumstances. You may exercise these rights by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona, or by sending an email to protecciodades.recerca@clinic.cat. We also inform you of your right to file a complaint with the Catalan Data Protection Authority (Autoritat Catalana de Protecció de Dades) for any action taken by IDIBAPS that you believe infringes your rights.

Barcelona a 11/03/2019
Marta Fernandez Cufi
Human Resources Manager



I Authorize at:

INSTITUT D'INVESTIGACIONS BIOMÈDIQUES AUGUST PI I SUNYER (IDIBAPS) to treat my personal data for the personnel selection procedure, which will cede it only in these legally enforceable cases, in accordance with the provisions of European Regulation (UE) 2016/679, and corresponding regulations that develop it.

Name:
Signed:

Barcelona,