

JOB OPENING AT IRB BARCELONA

HR International Talent Officer (ref. AD/23/23)

Created in 2005 by the Generalitat de Catalunya (Government of Catalonia) and the University of Barcelona, IRB Barcelona is a Severo Ochoa Centre of Excellence—a seal that was awarded in 2011.

The institute is devoted to conducting research of excellence in biomedicine and to transferring results to clinical practice, thus improving people's quality of life, while simultaneously promoting the training of outstanding researchers, technology transfer, and public communication of science. Its 30 laboratories and seven core facilities address basic questions in biology and are orientated to diseases such as cancer, metastasis, Alzheimer's, diabetes, and rare conditions.

IRB Barcelona is an international centre that hosts 400 members and 35 nationalities. It is located in the Barcelona Science Park. IRB Barcelona forms part of the Barcelona Institute of Science and Technology (BIST) and the "Xarxa de Centres de Recerca de Catalunya" (CERCA).

We're currently on the lookout for an International Talent Officer to join our People and Academic Affairs team.

You will work closely with the Hiring Manager to focus on finding the best candidates for each position. We're passionate about creating a positive work environment and believe that hiring the right people will get us there. We will hire a curious and passionate individual that shows a strong interest in Talent Acquisition!

DUTIES

- Ensure that we implement the best hiring processes and work to improve the ones already in place.
- Support the end-to-end recruitment process.
- Deliver an exceptional experience for all new members and potential candidates.
- Be responsible for placing job ads, verifying references, and conducting interviews.
- Foster great relationships with each of the participants of the recruitment process.
- Create and implement effective onboarding plans.
- Support the daily operations of hiring and take care of all documentations and requirements.
- Assist with the different projects of the Peoples Team.



IRB BARCELONA endorses the Requirements and Principles of the *European Charter for Researchers*, the *Code of Conduct for the Recruitment of Researchers*, and Open, Transparent, Merit-based recruitment promoted by the European Commission and follows Equal Opportunities policies.

On 9 December 2014, IRB Barcelona was awarded the "HR Excellence in Research" logo. This recognition reflects the commitment of the Institute to the continuous improvement of its human resources policies in line with the *Charter & Code*. The Institute works to ensure fair and transparent recruitment and appraisal procedures.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:**
 - +2 years experience either in a similar Talent Officer role, or within a Human Resources team.
 - A solid ability to conduct interviews for different roles.
 - Candidates with a PhD in Biomedicine or related fields are welcome to apply.
- **Knowledge:**
 - Bachelor's degree in Psychology/Humanities/similar with emphasis in HR discipline
 - HR Talent and Development best practices.
- **Skills:**
 - Excellent verbal and written communication skills
 - Strong resolution and proactivity
 - Strong organisational, time management and project management skills
 - Excel advanced user
 - Positive, flexible and people oriented.
 - Ability of working with many different stakeholders and demands at the same time.
- **Languages:**
 - English, Spanish and Catalan.

Desirable

- **Knowledge:** MSc in Human Resources, SAP Business One

WORKING CONDITIONS & ENTITLEMENTS

- **Contact duration:** 2 years contract. Employed in compliance with Spanish legislation and regulations under a full-time contract. Employees receive the benefits of the Spanish Social Security system covering sickness, maternity/paternity leave and injuries at work.
- **Estimated annual gross salary:** Salary commensurate with experience and qualifications.
- **International Environment:** The opportunity to join a prestigious international research institution and become a member of our administration team.
- **Benefits:** Continuous training in a high-quality environment with unique professional career opportunities.



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HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include CV and motivation letter and should apply on <https://recruitment.irbbarcelona.org/> , indicating the Reference: **AD/23/23**

- **Deadline for applications:** 26/04/2024
- **Number of positions available:** 1
- **Selection process:**
 - **Pre-selection:** Will be based on CV, motivation letter & experience.
 - **Interviews:** Short-listed candidates will be interviewed.
 - **Job Offer:** Will be sent to the successful candidate after the interview.

For more information please visit our website at: www.irbbarcelona.org
Please check our [Recruitment Policy](#).

Note: The strengths and weaknesses of the applications will be provided upon request.