



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**).

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Administrative Assistant – Science

Internal Strategy Directorate

VHIR offers an Administrative Assistant position to support the implementation and development of the new Scientific Structure, including Research Areas (Connected to Hospital Specialties) and Collaborative Research Spaces (eCOREs). This department works towards solving main health challenges, as well as becoming more competitive both at national and international level, promoting collaborations and, above all, have impact-oriented research to improve society's well-being.

VHIR is implementing a new Scientific Structure based on Research Areas that organize more than 60 research groups, such as Chronic, Prevalent Diseases & Aging, Brain & Mind and Behaviour, Cancer, Infectious Acute Disorders, Transplantation, Child Health and Technological Transversal Research. The research groups also participate in Collaborative Research Spaces (eCOREs) that will work on strategic institutional priorities, such as: Advanced Therapies & Immunomodulation, Precision Medicine: data & imaging, Environmental & Public Health, Rare Diseases and Women Health, Gender and Diversity Perspective.

JOB DESCRIPTION

Education and qualifications:

Required:

- Studies in Business Administration or similar; bachelor's degree or advanced vocational training (CFGs).
- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.
- Excellent written and oral communication in Catalan, Spanish and English.

Desired:

- Experience and/or knowledge in quality management systems.



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- Knowledge in the academic field or having worked in a scientific-public environment

Experience and knowledge:

Required:

- Minimum of 2-year experience in an administrative or similar role.
- Ability to organize and plan work and initiative.
- Well-organized, proactive and dynamic, adaptability to change.
- Results oriented professional, learning attitude with close attention to detail and with the ability to prioritize.
- Team player with excellent interpersonal skills and ability to interact with different hierarchical levels of the organization.

Main responsibilities and duties:

- Provide administrative support, including scheduling meetings, seminars/events, managing calendars/doodles/questionnaires and managing travel arrangements, as well as assisting in the preparation of reports, presentations and other documents;
- Help to maintain compliance within unit regulations and policies and update of relevant documentation and implement necessary changes;
- Support in the collection and updating of data and files related to research groups (initiatives, ERNs, personnel, needs, etc.);
- Support in the preparation of strategic documentation: review of documentation and preparation of presentations, writing of minutes and various documents to guarantee effective management control and complement the scientific strategy;
- Monitoring of actions defined in the established scientific strategic plans;
- General eCORE mail management and mail dissemination;



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- Carry out the general administrative and operational tasks required for the general operation, for example management of service requests, purchase and maintenance of consumables.
- Participate in teaching or educational activities of the Unit and VHIR for the adequate performance of the assigned services.
- Any other duties related to the position

Labour conditions:

- Full-time position: 40h/week.
- Starting date: as soon as possible.
- 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)



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- 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.

How to apply:

Applicants should submit a full Curriculum Vitae and a motivation letter with the reference **“Admin. Assistant Science”** to the following email address: seleccio@vhir.org

Deadline to apply: 26-04-2024

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.