

JOB OPENING AT IRB BARCELONA

HR & LABOUR RELATIONS OFFICER - (ref. AD/22/01)

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 25 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 30 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).

IRB Barcelona is seeking a highly motivated **HR & Labour Relations Officer** to join its **People and Academic Affairs department**.

The successful candidate will provide efficient and excellent service support in personnel administration and labour relations matters to staff. We are looking for a person who is proactive and interested in participating in improvement projects within the Human Resources area

DUTIES

- Support the department in issues relating to the entire life cycle of employees: onboarding documentation, employment contract, compensation, contract termination, etc., including entering data into HR information systems, ensuring accuracy, confidentiality and legal compliance at all times.
- Support the department in the preparation of HR statistics and reporting, such as monthly and annual headcount, staff turnover, recruitment metrics, etc.
- Review and update company policies related to labour relations and personnel administration, ensuring legal compliance and application.
- Assist the Head of HR with the management of labour relations and preparation of documents and records required for contract negotiations, meetings, and negotiations with employee and labour organisations.
- Assist the Head of HR with the preparation of reports and personnel costs.
- Provide support for labour audits.
- Monitor new developments in labour legislation, public practices, and internal regulations.
- Identify processes and draw up internal procedures and automated procedures to improve the management of the area.
- Provide optimal service to employees and expert advice regarding labour legislation, ensuring compliance with the legal aspects.
- Take an active part in the development and implementation of transversal projects undertaken by the department.
- Perform other duties as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA



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.

Must Have - Required

- **Experience:**
 - At least 5 years of experience in a similar position
 - Understanding of laws, regulations, and guidelines related to HR and contract negotiations
 - General understanding of core HR processes and policies
- **Knowledge:**
 - Bachelor's degree in Labour Relations, Law or relevant field with similar emphasis on HR
 - Knowledge of Spanish labour law
- **Skills:**
 - Analytical and detail-oriented
 - Decisive and proactive
 - Highly organised and reliable
 - Excellent verbal and written communication skills
 - Flexible and people-oriented
- **Languages & IT**
 - Excellent command (spoken and written) of English, Spanish and Catalan
 - Advanced user of the Microsoft Office package (especially Excel).

Desirable

- Knowledge: MSc in Human Resources, SAP Business One
- Previous experience in a research centre or public institution

WORKING CONDITIONS & ENTITLEMENTS

- **Contract duration:** 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.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **Full CV and Motivation Letter** and should apply on <https://recruitment.irbbarcelona.org/>, Reference: AD/22/01

- **Deadline for applications:** 11/02/2022
If no suitable candidate is found, the deadline will be extended.
- **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

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

If you, as an applicant, have any suggestion or wish to make a complaint regarding the selection process, please contact us at the following email address: irbrecruitment.suggestions@irbbarcelona.org. You will receive a response within a month.



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