

CONV. ES-ID-07/2018 IDIBAPS

## 1. POSITION OFFERED

1.1. The IDIBAPS Biobank is a centralised institutional support core facility for coordinating the collection, processing, storage and transfer of human biological samples to promote biomedical research of the highest standard. Our Biobank is organized in three large units:

- Neurological Tissue bank
- Tumour bank and Anatomical Pathologies Collections
- DNA and Fluids bank

A temporary full time job is being opened to cover the position of **Biobank Coordinator for the DNA and Fluids Area of the IDIBAPS Biobank**, to support the research of INSTITUT D'INVESTIGACIONS BIOMÈDIQUES AUGUST PI I SUNYER (IDIBAPS):

### Required qualifications and skills:

- Required Education Level: University degree in life sciences or related fields.
- Proven experience of at least 3 years in management of biological samples.
- Languages: excellent command of spoken and written Catalan, Spanish and English.
- Proactive, flexible and problem-solving attitude, leadership abilities.

### Desired qualifications and skills:

- PhD degree in life sciences or related fields or master in biobanking.
- Research experience in an international environment.
- Previous relevant experience in a biobank or strong scientific background in sample management: specimen collection, transport and storage.
- Knowledge of 9001:2015 ISO international Quality Management System or at least experience in development, organization and/or maintenance of Standard Operating Procedures (SOPs).
- Strong database management and overall computer skills.

### Job description:

The selected candidate will develop the tasks below:

- Support and report to IDIBAPS Biobank Coordinator.
- Manage day-to-day biorepository operations.
- Lead a team responsible for sample tracking, processing and storage. Coordinate in-house sample analysis and data generation.
- Work with our collaborators to advise on study sampling design, follow study progress, and ensure timely, accurate data reporting.
- Management of ISO quality system of the biobank.
- Improvement of existing methods for collection, transport, storage, and analysis of specimens.
- Collaboration with research projects of the unit.

### 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 (including list of publications).
- Proof of the merits exposed and the degree obtained must also be included in the application.
- 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)

1. 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.
2. Through regular mail, to the address referenced in the previous point.
3. By e-mail to the e-mail address [Rrh.fundacio@clinic.ub.es](mailto:Rrh.fundacio@clinic.ub.es)

**Application Deadline:** 06/07/2018

## 2. CANDIDATE SELECTION AND SALARY

2.1. 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' pass 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. "

2.2. 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.

2.3. 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](mailto: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](mailto: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 22/06/2018  
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,