

RECRUITMENT OPPORTUNITY

The Bellvitge Biomedical Research Institute (IDIBELL) is seeking for a Knowledge Management Technician to join IDIBELL management

JOB DESCRIPTION

We are recruiting an enthusiastic and highly motivated Knowledge Management Technician to support IDIBELL Knowledge Management and Quality Department.

The successful candidate will be ensuring the correct management of the collection and evaluation of institutional information and will be participating in policies for the implementation of Responsible Research and Innovation axes.

The position integrates the management and analysis of research indicators of the institution, coordination and execution of initiatives aimed at researchers, participation in project evaluation, improvement and enhancement of managerial system for follow up of institutional activity.

The candidate is expected to be kind, organized, service-oriented, multi-tasking, collaborative and fun-with-people. Excellent interpersonal skills are essential.

ABOUT IDIBELL

IDIBELL is a research center that integrates the biomedical research of the Bellvitge University Hospital (HUB), the Catalan Institute of Oncology (ICO), and the University of Barcelona in the Bellvitge Campus (UB) and the Viladecans Hospital (HV), located in south Barcelona. In 2017, the Centre for Regenerative Medicine of Barcelona (CMR[B]), a dedicated research center, came to the Bellvitge Campus to eventually become the Regenerative Medicine Program of Catalonia (P-CMR-[C]) within IDIBELL.

The research focuses of IDIBELL are cancer, neuroscience and translational medicine; research, innovation and society are the pivots on which researchers work every day in order to improve the quality of life of citizens.

IDIBELL is part of the CERCA institution of the Generalitat of Catalonia. In 2009, it became one of the first five Spanish research centers accredited as a health research institute by the Carlos III Institute of Health. More recently, the European Commission has recognized IDIBELL with the HRS4R logo (Excellence in Human Resources in Research), which identifies IDIBELL as a provider and supporter of a stimulating research work environment.

Main responsibilities:

- Responsible for data collection, validation and generation of institutional activity reports (bibliometry, research projects, innovation, people, etc.)
- Responsible for data collection, validation and generation of activity reports related to research groups' activity

- Coordination of the design and implementation of scientific management policies linked to Responsible Research and Innovation axes, such as Open Access and Data Management Policies
- Participation in the design and implementation of scientific management policies linked to Responsible Research and Innovation axes, such as Ethics and Equality
- Coordination of design and implementation of initiatives aimed at improving and facilitating the researcher's activity indicators (CV manager, etc.)
- Collaboration in the dissemination of activity information and management initiatives of science
- Contact person with external entities (funders, institutions, etc.) demanding for data activity reports

Requirements:

- Bachelor's degree in an any scientific or life-sciences discipline
- Competent with office tools (Advanced level in Excel, Access, Word and PowerPoint)
- Experience in database management
- Knowledge of the research bibliometry context
- Knowledge of the Spanish and European research context (calls, institutions, regulations, ...)
- Advanced level of written and spoken English, Catalan and Spanish
- Excellent communication and interpersonal skills

Desired experience and skills:

- Data base programming knowledge
- Analytical capacity of scientific indicators
- Experience with scientific activity and innovation indicators (publications, research projects, clinical trials, clinical practice guidelines, patents, ...)
- Experience on curricular management
- Good team player with the ability to work independently
- Proactive, flexible, and problem-solving attitude
- No specific experience in R & D management is required, but any experience relevant to the position will be considered.

We offer:

- Full-time position (40 hours/week)
- 1-year temporary contract the continuity of which will be considered depending on the performance of the candidate
- Salary: depending on candidate experience
- Starting date: as soon as possible

Documents required:

- Cover Letter
- Curriculum vitae

Candidates must present documents through the website IDIBELL before June 20th, 2019.

Observations:

Candidates must submit their applications through the IDIBELL website: <http://idibell.cat/en/institut/uneix-te-a-idibell/ofertes-de-feina> or by email: rrhh@idibell.cat

Contact: **Human Resources Department, IDIBELL.**

TFS: 93 260 7290; 93 260 7834.

All job profiles must be reviewed and accepted by the HR Department in order to guarantee legal and labor compliance, and the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.

IDIBELL obtained the seal of Excellence in HR in 2015

This seal represents IDIBELL's commitment to the implementation of HR policies, which oversee the attracting and development of talent in an open, transparent manner, based on personal merit, aligned with the principles of the European charter for Researchers and the Code of Conduct for the Recruitment Researchers.



HR EXCELLENCE IN RESEARCH

<http://www.idibell.cat/modul/news/en/766/eu-certifies-idibell-as-a-center-of-excellence-in-human-resources-for-researchers-hrs4r>