

JOB OPENING AT IRB BARCELONA

GENERAL INFRASTRUCTURES & SERVICES SECTION HEAD (ref. AD/20/01)

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 **General Infrastructures & Services Section Head** committed to the challenge of providing excellent service in an international research environment.

The successful candidate will join the **Finance, Purchasing and General Service Department** and will be expected to manage the infrastructures, facilities, equipment and general services of the institute, guaranteeing their optimal function. He/she will also be in charge of a member of the team.

DUTIES

- Supervise and control the execution of building or remodelling/refurbishment projects in which the institute directly or indirectly participates.
- Participate in the purchase of equipment and the contracting of companies and suppliers related to general services.
- Manage and supervise the various tasks of the department with respect to preventive and functional maintenance.
- Liaise between the institute and the Barcelona Science Park (PCB) in relation to general services.
- Develop plans and drawings of installations and facility services; carry out the control of technical and administrative documentation; coordinate all technical aspects within IRB Barcelona (air conditioning, equipment, furniture, electricity, etc.).
- Ensure compliance and economic results associated with construction or contracting, related to the areas of responsibility.
- Draw up periodic reports corresponding to the current situation/execution of ongoing projects.
- Participate in relevant tasks associated with the position.



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:** At least 3 years in a similar position in the research/medical field is essential. Demonstrated experience in successfully dealing with project management and maintenance services.
- **Knowledge:** University degree in Industrial Engineering, Master in Engineering or equivalent qualification. Advanced level of English, Spanish and Catalan.
- **Skills:** High level of accuracy, responsibility and self-organisation. Excellent interpersonal skills, with the ability to work with different agents. Solid service and client orientation. Capable of working with a high degree of independence.

Desirable

- **Experience:** 5 years' experience in a similar position. Previous experience in leading a team.

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** 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. 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.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **CV, motivation letter and academic title** and should be sent by e-mail to: irbjobs@irbbarcelona.org, indicating the Reference: **AD/20/01**

Deadline for applications: 16/02/2020

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, management of research and innovation.
 - **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.



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.