

The mission of the Catalan Institute of Nanoscience and Nanotechnology (ICN2) is to achieve the highest level of scientific and technological excellence in Nanoscience and Nanotechnology. Its research lines focus on the newly-discovered physical and chemical properties that arise from the behavior of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for two consecutive periods (2014-2018 and 2018-2022). ICN2 comprises 17 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Labour Relations Officer

Department: Human Resources

Description of the department:

Our Human Resources department is looking for a profile with labour relations and labour contract expertise to join to our team.

We put our focus on our scientists and teams by designing comprehensive friendly tools to support their scientific and professional careers, as well as to improve the Institute's internal communications and workflow efficiency to contribute to the overall objective of the ICN2 in becoming a scientific center of reference worldwide.

Main Tasks and responsibilities:

- **Contract Management**
 - Contract and expirations management.
 - Advice to the internal manager about the best modality contract in each case.
 - Coordination of the foreign issues with the external supplier.
- **Salary budget management**
 - Cost allocation: detail and analysis with the Finance and Competitive Funding department.
- **Auditory**
 - Support to the auditory from several institutions and projects: preparation of documents.
- **Labour consultancy**
 - Being the spokesperson with our labour consultancy and our external labour lawyers.
- **Internal management**
 - Answering the institute employees and managers on the labour questions.
 - Supervising and writing formal letters for the employees.

Requirements:

- **Education**
 - Labour relations Degree, Law or similar.
- **Knowledge**
 - Spanish labour law and contract modalities.
 - Foreign procedures
 - Fluent in English. Spanish and or Catalan.
- **Professional Experience**
 - More than 5 years in similar position. It is a great value to have worked in research centres in this position.
- **Personal Competences**
 - Autonomy
 - Priority sense
 - Attention to detail
 - Team work

Summary of conditions:

- Full time work (37,5h/week)
- Contract Length: Permanent.
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: As soon as possible.

How to apply:

All applications must be made via the ICN2 website <https://jobs.icn2.cat/job-openings/182/labour-relations-officer> and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Applications will be continuously reviewed. Shortlisted candidates will be invited for interview.

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities.