



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## “Legal Officer”

### *Centre for Genomic Regulation (CRG)*

#### The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team, which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In November 2013, the Centre for Genomic Regulation (CRG) received the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

#### The role

We are looking for a Legal Officer who can provide temporary services at the Legal Department of the CRG. The successful candidate will provide legal advice and support through the performance of the assigned duties and responsibilities. The Legal officer will report to the Head of the Legal department, ensuring high quality of work and timely delivery.

The Legal Officer will be responsible for:

- Carrying out the legal review of commercial contracts and specific agreements
- Providing legal support in the law areas of the department, such as Personal Data Protection and Public Procurement
- Drafting legal briefs
- Authentication of documents with notaries
- Management of records of the legal department and legal contents of web/intranet

#### About the department

The mission of the Legal Department is to provide legal advice at the CRG, ensuring compliance with current regulations. The services offered by the Legal Department include the legal advice on contracts and agreements between CRG and other institutions, monitoring the legislative changes, legal advice on Personal Data Protection, drafting legal action documents and pleadings, definition of Public Procurement proceedings and documentation, execution of legal proceedings with official bodies and taking over the insurance policies of the centre.





## Whom would we like to hire?

### Professional experience

#### Must Have

- You have at least one year of experience in a similar position

#### Desirable but not required/ Nice to have

- You have experience in the biomedical field and / or in the public sector

### Education and training

- You hold a University Degree in Law

### Languages

- You have a fluent level of English and Catalan, spoken and written

### Technical skills

- You are an advanced user of MS Office and other digital tools related to the legal field

### Competences

- You are a proactive person
- You are rigorous at work
- You are customer-oriented
- You have a high sense of confidentiality

### The Offer – Working Conditions

- **Contract duration:** Covering of a maternity leave (between 4 and 6 months).
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** 1<sup>st</sup> February 2021.

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.





## Application Procedure

All applications must include:

1. A motivation letter addressed to Cristina Casaus – Head of Legal Department.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Cristina Casaus and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

## Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position.
- **Offer Letter:** Once the successful candidate is identified the Human Resources department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

**Deadline:** Please submit your application by 31/12/2020.

**Suggestions:** The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



HR EXCELLENCE IN RESEARCH

