

## **JOB DESCRIPTION**

**Ref:** Man\_14\_HR\_TO

**Job Title:** HR Talent Officer

### **About BSC:**

BSC-CNS (Barcelona Supercomputing Center – Centro Nacional de Supercomputación) is the National Supercomputing Facility in Spain and was officially constituted in April 2005. BSC-CNS manages MareNostrum, one of the most powerful supercomputers in Europe, located at the Torre Girona chapel. The mission of BSC-CNS is to investigate, develop and manage information technology in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof and currently has over 400 staff from 41 countries. To get an idea of what its like to work at the BSC take a look at this video: <https://www.youtube.com/watch?v=VRkEii7OzRE>

### **Context and Mission:**

Reporting to the Head of Human Resources, the HR Talent officer will ensure the implementation of HR policies and procedures in the Development, Training and Recruitment area, giving advice to all BSC members and career support. She/He will be the key contact person of these areas, and will work in proactive way supporting the group leaders in the HR management.

### **Key Duties**

- **Recruitment**
  - Job description support definition.
  - Advise in the recruitment strategy and dissemination of the Job Offers.
  - Maintenance of the CV's Database.
  - CV screening.
  - HR Interviews and psycho-technical tests. Reporting to the Directors and Group Leaders.
  - HR member of some recruitments committees.
  - Responsible of the implementation of OTM-R package in the recruitment processes.
  - Monthly reporting of this area.
  
- **Training**
  - Training needs analysis.
  - Training Plan management. Definition, presentation and implementation.
  - Organization of the training activities. Training partners research.
  - Management Fundación Tripartita requirements.
  - Monthly reporting of this area.
  
- **Development**
  - Development of activities for careers plans.
  - Performance and Appraisal programme management.
  - Design and implementation of HR Projects (Induction programme, HRS4R).

## Requirements

- **Education**
  - University Degree (Social Sciences, Psychology, Pedagogy or similar).
  - Master Degree in Human Resources or postgraduate degree in Development.
- **Knowledge**
  - Excellent verbal and written Spanish and English. Other languages will be a plus.
  - Strong skills in Microsoft office.
- **Professional Experience**
  - Minimum of 3 years' experience in similar position, preferably in a cutting knowledge organization, having a role similar in the Recruitment, Training and Development area. Candidates who have experience in a consulting company will be also considered.
  - Experience in an international environment.
- **Competences**
  - Ability to work effectively in a fast-paced, high volume, deadline-driven environment.
  - Communication.
  - Team work.
  - Planning and organizing (Structured mindset).
  - Proactive Cooperation (Desire to learn and improve).
  - Ability to Influence.
  - Service Attitude.
  - Flexibility.

## Conditions

The position will be located at BSC within the HR team. The position will be located at BSC within the HR Team. A competitive salary will be provided, matched to the cost of living in Barcelona, depending on the value of the candidate. Starting date: As soon as possible.

## Applications Procedure

All applications must be in <http://www.bsc.es/about-bsc/employment/vacancies/man14hrto> and include:

1. A motivation letter
2. A full CV including contact details
3. Two reference LETTERS or CONTACTS

## Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.