

JOB OPENING AT IRB BARCELONA

HR TALENT & INTERNATIONAL MOBILITY OFFICER - PERMANENT POSITION (ref. AD/19/05)

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 highly motivated **Human Resources Officer** to join our Human Resources and Academic Affairs department. The successful candidate will be responsible for the recruitment of new members and all the immigration procedures regarding IRB Barcelona international members, among other tasks.

DUTIES

- Recruitment:
 - o Job description, hiring process authorization, upload and dissemination the job openings (web, recruitment portals, internal), participate in the screening CV and support in all the process.
- Immigration and Mobility:
 - o Ensure the VISA application processes, serving as a local contact point for everything related to immigration.
 - o Update immigration guidelines and instruction sheets.
 - o Provide support to non-Spanish employees with respect to Spanish paperwork (NIE, Social Security, Padron, relocation).
- Support the HR Director in the talent management functions:
 - o Annual performance review process, development of policies, training activities,...
- General tasks:
 - o Employment certificate, solve doubts of the employees (Work, LOPD, Immigration, Unemployment, Social Security, lodging ...), LISMI (Disability law) Management. Monthly and annual HR Reporting

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA



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.

Must Have - Required

- **Experience:**
 - At least 5 years of experience in a similar position
 - General understanding of core HR processes and policies

- **Knowledge:**
 - Bachelor's degree in in Psychology/Humanities/similar with emphasis in HR discipline
 - Spanish Immigration law procedures
 - HR Development

- **Skills:**
 - Excellent verbal and written communication skills
 - Strong resolution and proactivity
 - Strong organisational, time management and project management skills
 - Excel advanced user
 - Flexible and people oriented

- **Languages:**
 - English (Advanced)
 - Spanish (Native)
 - Catalan (Advanced)

Desirable

- **Knowledge:** MSc in Human Resources, SAP Business One

WORKING CONDITIONS & ENTITLEMENTS

- **Contact duration:** Permanent Contract. 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.
- **Estimated annual gross salary:** 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.
- **Benefits:** Continuous training in a high-quality environment with unique professional career opportunities.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include CV and motivation letter and should be sent by e-mail to: irbjobs@irbbarcelona.org, indicating the Reference: AD/19/05



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- **Deadline for applications:** 15/06/2019
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.
 - **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.