

Quality Officer

Introduction to the vacant position:

IBEC seeks a Quality Officer. The successful candidate will be part of the Integrated Management System and Quality Unit and will report directly to the Managing Director.

The Quality Officer will assure the maintenance and continuous improvement of the IBEC Integrated management and quality system to optimize their processes, increase their efficiency, promote the quality culture within the institute and their customer orientation, according to the mission and vision of IBEC.

The contract will be funded by the Ministerio de Ciencia e Innovación within the Severo Ochoa framework.

Main tasks and responsibilities:

- Quality System:
 - Responsible for the development and maintenance of the Integrated Management and Quality documentary system and all type of documents that are part of it: Quality manual, processes, instructions, and standard operating procedures (SOP).
 - Support the different IBEC Units and research groups in defining and generating new documentation to be included in the system to strengthen the institute's workflows.
 - Organize and schedule any type of meetings related to the Quality System (Quality Commission, Continuous Improvement Committees, ...) and monitor their objectives, actions, and conclusions.
- Quality accreditations:
 - Responsible for managing the quality accreditations of IBEC:
 - Coordinate the submission of the proposals for new and existing quality accreditations.
 - Support IBEC Units and IBEC Management to deal with requirements of those accreditations.
 - Be the liaison with the certifying agencies in the whole process of accreditation and address quality audits.
- Customer satisfaction
 - Responsible for managing the customer satisfaction process:
 - Sending the corresponding surveys to our customers
 - Monitoring their responses, store and report them to the units interested.
 - Among the feedback, identify areas of weaknesses, recommend, and implement improvements.
- Internal Suggestion Box:
 - Responsible for managing the IBEC suggestion box:
 - Receive the suggestions from employees in our internal module
 - Assign them to the responsible according to the topic of the suggestion.
 - Keep track of it and closure.

- Provide support to the Managing Director in any matter related to the Integrated Management and Quality System.

Requirements for candidates:

EDUCATION, TRAINING AND PROFESSIONAL EXPERIENCE:

- University degree
- Postgraduate studies related to quality management is a plus.
- Previous experience of minimum 2 years in positions related to quality in companies.
- Expertise in the health or research and innovation sector is a plus.

SKILLS AND COMPETENCIES:

- Communication and interpersonal skills, organisation and planification, attention to detail, teamwork and collaboration, proactivity, commitment and integrity,
- Excellent writing and verbal communication skills in Catalan and Spanish. Knowledge of English.

Working conditions and entitlements:

- Number of available positions: 1
- Starting date: March 2023
- Working conditions:
 - Part-time open-ended contract linked to project (25 hours per week).
 - Salary will be commensurate with academic level and experience.
 - Measures to reconcile work and family life (maternity and paternity leave, flexible schedule working hours, teleworking, 23 working days of paid holidays, 9 leave days for personal matters, among others).
- IBEC ensures equality of access to professional development opportunities irrespective of employment status, length at IBEC or other factors. The IBEC's yearly training catalogue offers a wide range of training in technical and transferable skills.
- Stimulating, interdisciplinary research and high-quality international scientific environment.
- Induction programme to facilitate incorporation at IBEC and additional support is provided for foreigners to obtain Visa-working permit and to install in Barcelona.

How to apply:

Until February 10th an online application form is available through IBEC dedicated site:

<https://careers.ibecbarcelona.eu/>

Only those applications submitted before the deadline will be evaluated.

Reference: QM-DB.

If you have any further question regarding your application, please contact us at

jobs@ibecbarcelona.eu

Principles of the Selection Process:

IBEC is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit based Recruitment principles (OTM-R). www.ibecbarcelona.eu/jobs/

IBEC's Commitment on equal opportunity:

Our strength and excellence as an international transdisciplinary Research Institute are based on diversity. Being an equal opportunity employer, we are committed to diversity and inclusion,

so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background.”
Candidates with disabilities are strongly encouraged to apply.



Protection of personal data:

IBEC ensures that applicants' personal data are processed as required by EU General Data Protection Regulation (GDPR) and Spanish Law 3/2018 on Data Protection. Personal data shall thus be processed solely for the purpose of the selection procedure.

Who we are?

The Institute for Bioengineering of Catalonia, IBEC is an interdisciplinary research center focused on Bioengineering and Nanomedicine based in Barcelona. IBEC is one of the top research institutions named as a Severo Ochoa Research Centre by Ministry of Economy and Competitiveness (in charge of research and innovation policy in Spain), which recognizes excellence at the highest international level in terms of research, training, human resources, outreach and technology transfer.

IBEC's mission is to develop international high-quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was established in 2005 by the Generalitat de Catalunya (Autonomous Government of Catalonia), the University of Barcelona (UB) and the Technical University of Catalonia (UPC).

IBEC is located within the Barcelona Science Park and is managing an annual budget of 14M€ and 3.800 square meters facilities, 22 research groups and a team of researchers and support services of 370 people from 30 different countries. www.ibecbarcelona.eu