

JOB OPENING AT IRB BARCELONA

Academic Officer (ref. AD/24/02)

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 **Academic Officer** to join our **Human Resources and Academic Affairs department**.

The academic officer will ensure the right operation of the academic programmes and actively participate in increasing the students' satisfaction level in order to attract/retain more national and international talent.

This is a temporary position to cover a maternity leave.

DUTIES

- Coordinate the Undergraduate Programmes.
- Support the Predoctoral and Postdoctoral fellowship Programmes: call opening and dissemination, eligibility check, interviews on IRB Barcelona premises, notification of results and onboarding.
- Coordinate the Complementary Training Programme.
- Provide personalized support to students, students committees and scientist on academic affairs.
- Support activities for young researchers organized by the Institute.
- Liaise with other research institutes to share expertise on Academic Affairs.
- Other administrative functions: maintain and feed the Academic Office databases, manage the academic office information on the webpage and in the intranet section and Key User new recruitment portal.
- Support the HR Director in other talent management and administration functions related to development of policies, training activities.
- Support the preparation of international students visits to the Institute



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.

EXPERIENCE, KNOWLEDGE, SKILLS & SELECTION CRITERIA

Must Have - Required

- **Experience:**
 - Previous experience in a similar function
 - General understanding of HR processes and policies
- **Knowledge:**
 - Degree in a life sciences-related field or Humanities
 - Good command (spoken and written) of Catalan, Spanish and English
 - Strong IT skills
- **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

Desirable

- **Experience** in scientific meetings organisation
- **Knowledge:** PhD or equivalent experience

WORKING CONDITIONS & ENTITLEMENTS

- **Working conditions:** Temporary to cover a maternity leave. 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. 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.
- **Continuous training** in a high-quality environment.

HOW TO APPLY & SELECTION PROCESS

Applications for the above opening should include **CV and motivation letter** and should apply on <https://recruitment.irbbarcelona.org/>, indicating the Reference: **AD/21/15**

- **Deadline for applications:** 31/03/2024
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 and experience.



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- **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



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