



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



## Labour Relations Technician

### Labour Relations Unit

The mission of the Human Resources Area is articulated through four strategic pillars:

- Foster individual and organisational development through **talent attraction, training and development strategies**.
- Boost a culture based on **mutual respect, inclusion, diversity and equal opportunities**.
- Foster **well-being** in a comprehensive approach, focusing on the following areas: **working conditions, professional well-being, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

The area of Human Resources covers Talent Attraction and Acquisition, Professional Development/Training, Strategic HR Projects, Personnel Administration and Labour Relations.



HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (**Charter & Code**).

**VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, gender identity and expression, religion, age, functional diversity or ethnicity.**

### JOB DESCRIPTION

We are looking for an experienced "Labour Relations Technician" who is willing to start the challenge of working in one of the most important Research Centres linked to the health sector in Spain/Europe.

Reporting to the Head of Labour Relations and within the Labour Relations Unit, the Labour Relations Technician will perform and execute activities related to recruitment, personnel administration, labour relations, reporting and will participate in engagement projects within the HR Area.



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### Education and qualifications:

#### Required:

- Bachelor's degree related to HR (preferably in Labour Relations).

#### Desired:

- Specialised training in employment law, compensation, organisational planning, organisation development, employee relations, safety, training, and preventive labour relations.
- Master's Degree in Labour counselling will be an advantage.

### Experience and knowledge:

#### Required

- Minimum of 2 years' experience in personnel administration, labour relations and payroll.
- Wide knowledge of Human Resources concepts, systems, and the Spanish Labour law.
- Experience working with HRIS.
- Excellent organizational, interpersonal and communication skills at all levels and the ability to effectively work with a variety of people and personalities.
- Proactive and self-starter attitude.
- Detail/results-oriented.
- With confidentiality and discretion.
- Flexible and adaptable to different dynamics and processes.
- Fluency in Spanish and Catalan.
- Intermediate level in English.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint, Outlook, Teams.



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#### **Desirable:**

- Experience in a Research Centre within HR Area/Department.
- Used to manage immigration procedures (knowledge of entry conditions, Visas).

#### **Main responsibilities and duties:**

##### **Personnel Administration:**

Act as advisor/contact person for assigned units/labs in relation to:

##### - Contract Management

- Perform contract costing (cost per hire).
- Manage the recruitment and staffing process and logistics.
- Execute new hires, renewals/modifications and termination of contracts.
- Oversee the entire lifecycle process from hire to exit (including the exit interview process).
- Oversee payroll payments (salary variables, sick leave, etc.).
- Validate payroll accounting process.

##### - Tax completion/management

- Oversee personal income tax ("IRPF") process.
- Handle the necessary tasks in relation to the Social Security System ("Sistema Red"/Siltra).

##### **Labour Relations:**

- Execute processes related to dismissals, claims and absenteeism in accordance with current legislation.



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#### **Onboarding process:**

- Participate in training courses for new employees.
- Present and explain labour contracts and other initiating documentation.

#### **Selection:**

- Post job vacancies.
- Validate selection process closing documentation.

#### **Labour counselling:**

- Counselling: Advise employees on hiring, compensation issues, labour relations, including international mobility (immigration procedures).
- Orientation: Guide employees on HR labour policies and procedures.

**This role will also participate in HR projects related to his/her area of expertise.**

#### **Labour conditions:**

- Full-time position: 40h/week.
- Starting date: immediate.
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale.
- Contract: Permanent.



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### What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed.
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

### How to apply:

Applicants should submit a full Curriculum Vitae and a motivation letter with the reference "**Labour Relations Technician**" to the following email addresses: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 10/08/2024**

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The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035- Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat) or [lopd@vhir.org](mailto:lopd@vhir.org). In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).