



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.



HR EXCELLENCE IN RESEARCH

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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, nationality, religion, age, disability or race.

HR Administration and Labour Relations Officer

HR Area

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 the **wellbeing** in a comprehensive approach, focusing on the **following areas: working conditions, professional wellbeing, interpersonal relations and work-life balance**.
- Provide an **excellence HR service**, providing excellent service on the basis of **efficiency and quality**.

The area of Human Resources comprises two units (a current team of twelve people): The Professional Development Unit and the Labour Relations Unit. The coordination of these units allows a comprehensive management of all Vall d'Hebron Research Institute (VHIR) personnel.

JOB DESCRIPTION

We are looking for an **experienced “HR 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 HR Technician will perform and execute activities related to recruitment, personnel administration, labour relations, reporting and will participate in engagement projects within the HR Area.

Education and qualifications:

- University degree preferably in Labour Relations, Law or related field.
- Master's Degree in Human Resources Management will be an advantage.
- Postgraduate Studies in Labour Relations will be a plus.



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Experience and knowledge:

Required

- Minimum of 3 years' experience in personnel administration and labour relations.
- 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.
- Confidentially and discretion.
- Flexible and adaptable to different dynamics and processes.
- Fluent in Spanish and English. Fluent in Catalan will be a plus.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint, Outlook, Teams...

Desirable:

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

Main responsibilities and duties:

The main responsibilities will be:

- **Personnel Administration:**

Act as an advisor/contact person of those assigned units/labs regarding:

- **Contract management**

- Carry out contract calculation cost (cost per hiring)
- Manage the recruiting and staffing process and logistics
- Execute new hiring, contracts' renewals/modifications and termination
- Monitor of the entire life cycle process from the hiring until the departure (including exit interview process)

- **Payroll Management**

- Control and manage the payroll payments (salary variables, sick leaves, etc.)
- Validate the accounting process regarding payroll



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- **Tax completion/management**
 - Manage the personal income tax process (“IRPF”)
 - Process the necessary tasks regarding the Social Security System (“Sistema Red”/Siltra)
- **Labour Relations**
 - **Dismissal, grievance and absenteeism**
 - Execute those processes related to dismissals, grievance and absenteeism according to the current legislation.
 - **Works Council and Representatives**
 - Provide assistance regarding the agreed annual agenda with the Works Council or other representative groups.
- **Labour assessment**
 - **Advice**
 - Provide advice to managers and employees in recruitment, remuneration issues, labour relations, including international mobility (immigration procedures).
 - **Guidance**
 - Provide employees with guidance on the HR Labour policies and procedures.
- **Reporting:**
 - **Track and report on HR metrics**
 - Survey preparation for Public entities (i.e. “Instituto Nacional de Estadística – INE”)
 - Staff evolution
 - Forecast scenarios
 - Etc.
- **This role will also participate in HR projects related to his/her area of expertise**

Labour conditions:

- Full-time position (40h/week)
- Starting date: As soon as possible.
- Contract: Permanent.



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- Gross annual salary: Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales.

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)
- Continuous learning and a wide range of responsibilities within a stimulating work environment
- Personal 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

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*HRLabourRelations*" to the following email addresses: seleccio@vhir.org

Application deadline: 20 April 2023