



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

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission in **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, nationality, religion, age, disability or race.

Data Analyst/ Project Manager

Strategy Area

VHIR is looking for a **Data Analyst/ Project Manager** at the Strategy Area, within the Technical Secretariat Unit. The mission of the Strategy Area is to contribute to the overall institutional positioning strategy of VHIR.

The Technical Secretariat Unit is responsible for the knowledge management of the Institution as well as the coordination of a wide range of strategic, scientific and institutional activities, such as strategic planning implementation, institutional evaluations, research performance KPIs and the global support in the development and monitoring of the global institutional structure.

The **Data Analyst/ Project Manager** supports VHIR Management in making decisions based on the Institution's data, as well as actively participating in the management of its knowledge through, among others, the planning and coordination of institutional indicators, maintenance of the bibliographic database, elaboration of Director's Scientific Reports and monitoring the evolution of the Institution's annual and strategic objectives.

JOB DESCRIPTION

Education and qualifications:

- Degree in Information/knowledge management studies
- Postgraduate studies on business data analytics will be a plus
- Good command of English, Catalan and Spanish

Experience and knowledge:

Required:

- Minimum of 2 years' experience working in the field of knowledge management, preferably in a scientific environment
- Good knowledge in scientific bibliographic management and bibliometric indicators (author level & journal level)
- Good command of bibliographic tools & resources



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- Good command of data analysis and visualisation tools (Excel, PowerBI)
- Be familiar with the EU's Open Science Policy and its ambitions
- Be familiar with science assessment initiatives

Desirable:

- Knowledge and experience in the biomedical field
- Be familiar with competitive and non-competitive research activities
- Be familiar with innovation and knowledge & technology transfer

Competences:

- Advanced analysis skills
- Well organised with excellent planification
- Team player with excellent interpersonal skills
- Ability to interact with different hierarchical levels of the organisation
- Ability to prioritize and work under tight deadlines
- Proactive and flexible
- Results and quality oriented
- Good presentation skills

Main responsibilities and duties:

- Develop, implement and maintain master data management approaches, principles and processes and design effective and impactful reports and data visualizations.
- Coordinate the collection and exploitation of institutional data and indicators, liaising with a variety of units and both internal and external stakeholders.
- Monitor the evolution of the Institution's annual and strategic objectives and elaborate the scientific reports and presentation.
- Provide support on a wide range of activities related to institutional knowledge: such as institutional & researchers evaluations, open science policy implementation, institutional data quality, monitoring the institutional structure and scientific management, providing data on publications, projects, among others.



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- Maintain the database of scientific publications and manage the follow-up of bibliometric indicators.

Labour conditions:

- Full time position: 40h/week
- Starting date: ASAP
- Gross annual salary: Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales
- Contract: Permanent

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
- Personal training opportunities
- Flexible working hours
- 23 days of holidays + 9 personal days
- Flexible Remuneration Programme (including meal card, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter under the reference "Knowledge Manager" to the following email address: seleccio@vhir.org

Deadline to apply: 03/05/2023