



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 **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, religion, age, disability or race.**

# Documentation and Process Specialist

## Quality, Documentation Mgmt. and Processes

VHIR offers a new position within the Quality, Process and Document Management Area, in order to develop and implement a Document Management System in coordination with VHIR's process analysis, definition, mapping and improvement. This position offers a highly motivating new challenge with the possibility to participate in VHIR's Digital Transformation Plan and to work closely with all areas across the organization.

The position requires a polyvalent professional with the ability to work both, in process and documentation management, combining with other specific projects.

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- Diploma or Bachelor's Degree, in Information and Documentation Management.
- Fluency in Spanish, English; Intermediate level in Catalan.

##### Desired:

- Specific/Additional training in Document Management standards ISO 30301 and Quality Management Standards ISO 9001, will also be valued.
- Knowledge of ISO 15489; Information and documentation. Records management standards.
- Additional training in Process and Quality management improvement tools (Lean, Agile six-sigma, etc)

#### Experience and knowledge:

##### Required:

- At least 2 years of experience working in Documentation/content management systems (i.e. Alfresco, Sharepoint, Documentum, etc).



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- Experience in process analysis, definition, mapping and improvement.
- Well-organized person, with analytical thinking, team work ability, capable of working autonomously across the organization, attention to detail and good communication skills.

#### Desired:

- Previous experience in the Health/research sector.

#### Main responsibilities and duties:

- Participate in the analysis and definition of VHIR's process and improvement projects.
- Identify information/documentation management needs and technologies.
- Guarantee the proper functioning of the Document Management System in compliance with applicable legislation.
- Coordinate and lead specific projects that may arise in the organization, such as the implementations of research digital laboratory notebooks, digitalization of clinical research archives, etc.
- Coordinate and control the specific activities that affect the creation, reception, location, access and preservation of documents.
- Elaboration of the necessary documentation in order to establish the principles and procedures of the Document Management System.
- Assure the correct management of the VHIR Archive.
- Record Management, safeguard and recover the documentation that is generated in an efficient way.



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### Labour conditions:

- Full-time position: 40h/week
- Starting date: Immediate
- Gross annual salary: 28 000 – 32 000 euros (Salary ranges are consistent with our Collective Agreement pay scale)

### 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).

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “**Documentation Specialist**” to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)