



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.

Clinical Trial Data Base Manager

Clinical Trial Management Unit

The Clinical Trials Management Unit is responsible for follow-up the execution of commercial clinical studies at the Vall d'Hebron Campus.

The primary objective of this Unit is to contribute to the consolidation of the Vall d'Hebron University Hospital as an international clinical trial reference center, through the implementation of a new management model for clinical trials at Vall d'Hebron Campus. A management model that aims to ensure quality in clinical trials that generates opportunities for those researchers on campus, using the latest technology available to treat their patients, and improve their quality of life.

The Clinical Trial Management Unit wants to incorporate a Clinical Trial Data Base Manager.

JOB DESCRIPTION

Education and qualifications:

Required:

- PhD in Science
- Advanced Microsoft office skills
- Fluency in Catalan, Spanish, English (business level)

Desired:

- Master in Clinical Trials or similar program
- Training in Good Clinical Practice (GCP) and clinical trials methodology.



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Experience and knowledge:

Required:

- At least 5 years of experience working in hospital environment and research database
- Advanced data mining skills
- Ability to work independently as well as in a team environment
- Good communication and team player skills

Desired:

- Knowledge of Clinical Trial Management Systems and Dashboards
- Organized and methodological person with high motivation and initiative

Main responsibilities and duties:

- Manage and keep up to date the Vall d'Hebron Research Institute clinical trial database.
- Give support to the team cleaning the database (CTMS) to guarantee a reliable information
- Draft the CTMS guidelines with the units involved in the use of the systems.
- Prepare/Organize in collaboration with the Clinical Trial Management Unit activities for the implementation of the CTMS at all departments with active clinical trials.
- Analyze the information submitted into the CTMS and the performance of the different services.
- Keep track of the frequent asked question and answer all queries related to the implementation of the CTMS.
- Keep up to date the eCRF and resolve queries in those clinical trial in which might be delegated
- Collaborate and manage payments issues for those patients enrolled in clinical trials.
- Give support in all activities entrusted by its manager.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: Immediate.



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- Gross annual salary: 29.000€ – 34.000 € (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- 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.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (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 cover letter with the reference “Clinical Trial Data Base Manager” to the following email address: seleccio@vhir.org

Deadline to apply: 31-05-2023