



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.



Learning and Development 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 **wellbeing** in a comprehensive approach, focusing on the **following** areas: **working conditions, professional wellbeing, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

JOB DESCRIPTION

Education and qualifications:

Required:

- Bachelor's degree or equivalent in Pedagogy, Psychology, Sociology or other qualifications in the field of social sciences.
- Candidates with training in the field of life sciences, complemented by a specialty in people/talent management, will also be considered.

Experience and knowledge:

Required:

- The successful candidate should have a generalist HR experience (minimum 2 years), gained at business partner level, ideally within the healthcare environment.
- Experience working specifically in Training area performing the required responsibilities.
- High level of Spanish and English, spoken and written (Proficiency level).
- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.



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- Person with a proven hands-on attitude, flexible, adaptable, creative, very dynamic and used to working in a team.
- Excellent organisation skills.

Main responsibilities and duties:

- Identify training and development needs within the organisation through training needs assessment (TNA), feedback interviews and regular consultation.
- Organise and conduct the onboarding/welcome sessions and induction programmes including new initiatives that facilitate the incorporation of newcomers (i.e. buddy programme)
- Design and launch the Annual Training Plan considering the outcome of the TNA and tailor-made training activities.
- Enrich the current Training Portfolio including new key activities.
- Collaborate in different initiatives, such as well-being activities, DEI workshops, Leadership Programmes, among others.
- Prepare and deliver presentations on Training Portfolio, Feedback Interviews, Onboarding Programmes, etc. addressed to different stakeholders in order to foster professional development.
- Monitor and analyse data/reporting of learning activity, evaluating ROI.
- Manage the training budget according to the Training Policy and the "FUNDAE" requirements.

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 cover letter with the reference "**Learning and Development Officer**" to the following email address: seleccio@vhir.org

Deadline to apply: 05-10-2023