

TheVall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovationand 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 aroundthe world.



In April 2015, the Vall d'Hebron Research Institute (VHIR) obtained the recognition of the European Commission HR Excellence.

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Documentation and Process Specialist

Quality, Documentation Mgmt. and Processes

VHIR offers a new position within the Quality, Process and Document Management Area, in order 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

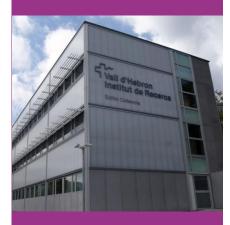
Education and qualifications:

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 six-sigma, Agile, etc.)



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Experience and knowledge: Required:

- At least 2 years of experience working in Documentation/content management systems (i.e. Alfresco, SharePoint, Documentum, etc.).
- 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: Salary ranges are consistent with our Collective Agreement pay scale
- Permanent contract

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.



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How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*Documentation Specialist*" to the following email address: <u>seleccio@vhir.org</u>

Deadline to apply: 13/11/2023