



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**).

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HR Programme Manager

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

The area of Human Resources covers Talent Attraction and Acquisition, Professional Development/Training, Strategic HR Projects, Personnel Administration and Labour Relations (involving a current team of thirteen people).

JOB DESCRIPTION

A fantastic job opportunity has arisen to join the Human Resources Area as “**HR Programme Manager**”. We are looking for an experienced individual who is willing to start the challenge of working in one of the most important and competitive Research Centres linked to the health sector in Spain/Europe.

Reporting to the HR Director, the successful candidate will have a pivotal role in the HR Area being responsible for the supra-coordination of the main and prioritised HR projects.

This role will work closely especially with the Talent Attraction and Acquisition Unit, the Professional Development Unit, the Labour Relations Unit and across the institution.



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Education and qualifications:

Required:

- Bachelor's Degree.

Desirable:

- Master's Degree in Human Resources Management will be an advantage.

Experience and knowledge:

Required:

- Minimum of 2 years' experience leading HR Projects.
- Experience coordinating projects with a tech component.
- Experience managing cross-functional working teams.
- Experience working with Agile methodologies.
- Excellent organisational, interpersonal and communication skills at all levels.
- Proactive and self-starter attitude.
- Strong project management skills.
- Detail/results-oriented.
- Confidentiality and discretion.
- Flexible and adaptable to different dynamics and processes.
- Proficiency in English and in Spanish.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint, Outlook, Teams...

Desirable:

- Experience implementing new HR systems and improving existing HR practices.
- Experience in a Research Centre within a HR Area/Department.
- Catalan will be a plus.



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Main responsibilities and duties:

The main responsibilities will be:

- **Project Coordination:**
 - Coordinate prioritised HR Projects providing the day-to-day management through all aspects of the project life cycle, co-ordinating project members and liaising closely with the HR Director.
 - Manage all aspects (wide approach) of the project lifecycle including scope, timelines, resources, methodology, tools, budget, risks and issues, relationships, training and communication.
 - Foster engagement among projects stakeholders by sharing mission and purpose, and boosting a motivational environment.
 - Actively identify new projects' opportunities in order to contribute to the improvement of HR practices.
 - Champion VHIR values and principles across organisation, being a role model and supporting the continual embedding of them in every project HR leads or participates.
- **Process improvement:**
 - Advocate for the adoption and development of efficient and agile processes and methodologies in order to improve operational efficiency and effectiveness.
 - Establish systems and processes that enable teams to work effectively and efficiently.
- **Reporting and metrics:**
 - Develop, coordinate and supervise metrics and key performance indicators to measure the impact of continuous improvement and drive operational excellence.
 - Identify and report KPIs regarding projects.

Labour conditions:

- Full-time position (40h/week).
- Starting date: November 2023.
- Contract: Permanent.
- Gross annual salary: 30.000€ - 38.000€ (Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales).



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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).
- 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.
- 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 well-being focused activities to be the healthiest you.

How to apply:

Applicants should submit a full **Curriculum Vitae** and a **cover letter** with the reference "**HR_Programme_Manager**" to the following email address: seleccio@vhir.org

Application deadline: 19-11-2023