



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**).

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



## Talent Acquisition Lead/ Recruitment (fluent in English)

### 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 twelve people).

### JOB DESCRIPTION

A fantastic job opportunity has arisen to join the Human Resources Area as **“Talent Acquisition Lead”**. 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 organisation being responsible for the recruitment agenda in identifying and recruiting top talent to support our growth.

This role will coordinate a small team and will work closely especially with the Professional Development Unit, the Labour Relations Unit and with the hiring managers across the whole organisation.

### Education and qualifications:

#### Required:

- Bachelor's degree in Psychology, Human Resources, Business or related field preferred.

#### Desirable:



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- Master's Degree in Human Resources Management will be an advantage.
- Postgraduate Studies in Selection, Recruitment and Interview Techniques will be a plus.

## Experience and knowledge:

### Required:

- Minimum of 3 years' experience in Selection / Recruitment.
- Experience managing working teams.
- Experience working with ATS.
- Deep knowledge of recruiting technologies and job portals, such as LinkedIn.
- Excellent organisational, interpersonal and communication skills at all levels.
- Proactive and self-starter attitude.
- Strong project management skills.
- Detail/results-oriented.
- Confidentially 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 in a Research Centre within a HR Area/Department.
- Catalan will be a plus.

## Main responsibilities and duties:

The main responsibilities will be:

- **Talent Acquisition:**
  - Manage the full recruitment lifecycle from briefing to offer considering DEI and the Open Transparent and Merit-based Recruitment Policy (OTM).
  - Lead and coordinate activities around building the best candidate experience throughout the whole recruitment and hiring cycle.



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- Serve as an advisor/contact person to hiring managers by assessing/training on candidate selection best practices (such as, conducting interviews, collecting feedback, assessing soft & hard skills...).
- Develop, implement and follow-up a standardised system to provide weekly reports to hiring managers.
- Coordinate the identification and interaction with external recruitment providers and manage related tenders.
- **Talent Attraction and Employer Branding:**
  - Actively participate in Talent Attraction campaigns and Employer Branding initiatives, providing content and engaging candidates.
  - Strengthen our employee value proposition and employer branding positioning. Work in collaboration with the HR and Marketing/Communications teams to craft a strong narrative that resonates with the organisations' target employees.
  - Champion VHIR values and principles across organisation and social media, being a role model and supporting the continual embedding of them in everything the organisation does.
- **Process improvement & ATS:**
  - 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.
  - Actively participate and coordinate the implementation of a new Applicant Tracking System (ATS).
- **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 such as: hiring source, time-to-hire, candidate diversity, offer acceptance rate, time to fill, and any other relevant indicators.
- **Team Management:**
  - Lead, coordinate and supervise the team towards efficiency, collaboration and excellence.
  - Conduct feedback interviews and foster training and development plans addressed to the team.
  - Ensure all the recruitment functions are executed according to the internal guidelines, policies and procedures.
- **HR projects:**
  - This role will participate in projects related to their area of expertise such as Human Resources Strategy for Researchers, Equality Plan...

### Labour conditions:

- Full-time position (40h/week).
- Starting date: December 2023.



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- Contract: Permanent.
- Gross annual salary: 40.000€-46.000€. Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales.

### 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 "**Talent\_Acquisition\_Lead**" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

### Application deadline: 22-11-2023