



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

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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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# Personnel Administration Officer/ Coordinator

## 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 the **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**.

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

We are looking for an **experienced “Personnel Administration Coordinator”** who is willing to start the challenge of working in one of the most important Research Centres linked to the health sector in Spain/Europe.

Reporting to the Head of Labour Relations and within the Labour Relations Unit, the newcomer will perform and execute activities related to personnel administration coordination, labour relations and reporting, and will participate in engagement projects within the HR Area.

## Education and qualifications:

- University degree preferably in Labour Relations, Law or related field.
- Postgraduate Studies in Labour Relations will be a plus.

## Experience and knowledge:

### Required

- Minimum of 5 years' experience in personnel administration and labour relations.



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- Minimum of 1-year experience coordinating working teams.
- Knowledge of Labour Law.
- Wide knowledge of Human Resources concepts and systems.
- Experience working with HRIS.
- Excellent organisational, interpersonal and communication skills at all levels and the ability to effectively work with a variety of people and personalities.
- Proactive and self-starter attitude.
- Detail/results-oriented.
- Confidentiality and discretion.
- Flexible and adaptable to different dynamics and processes.
- Fluent in Spanish and Intermediate level in English.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint, Outlook, Teams...

#### Desirable:

- Deep knowledge in labour law (and used to dealing with terminations, dismissals, grievances and labour complaints).
- Experience in a Research Centre within a HR Area/Department.
- 3 years' experience coordinating teams.
- Used to manage immigration procedures (knowledge of entry conditions, VISAS).
- Fluent in English.
- Fluent in Catalan.

#### Main responsibilities and duties:

The main responsibilities will be:

- **Act as a Team Coordinator in personnel issues** providing guidance and support to the team members and **direct support to the Head of Labour Relations.**
- **Personnel Administration Coordination:**  
Act as an advisor/contact person of those assigned units regarding:
  - **Contract management**



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- Carry out contract calculation cost (cost per hiring).
- Execute new hiring, contracts' renewals/modifications and termination.
- Monitor of the entire life cycle process from the hiring until the departure (including the exit interview process).
- **Payroll Management**
  - Control and manage the payroll payments (salary variables, sick leaves, etc.).
  - Validate the accounting process regarding payroll.
- **Tax completion/management**
  - Manage the personal income tax process ("IRPF").
  - Process the necessary tasks regarding the Social Security System.
- **Labour Relations**
  - **Dismissal, grievance and absenteeism**
    - Execute those processes related to dismissals, grievance and absenteeism according to the current legislation.
  - **Works Council and Representatives**
    - Provide support and act as back-up when needed regarding the agreed annual agenda with the Works Council or other representative groups.
- **Labour assessment**
  - **Advice**
    - Provide advice to managers and employees in recruitment, remuneration issues, labour relations, including international mobility (immigration procedures).
  - **Guidance**
    - Provide employees with guidance on the HR Labour policies and procedures.
- **Reporting:**
  - **Track and report on HR metrics**
    - Staff evolution
    - Forecast scenarios
    - Etc.
- **This role will also participate in HR projects related to his/her area of expertise**



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### Labour conditions:

- Full-time position (40h/week)
- Starting date: As soon as possible.
- Contract: Permanent.
- Gross annual salary: 33.000€ - 42.000€ annual gross salary. Salary will be commensurate with qualifications and experience 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
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- 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 "*Personnel\_Coordinator*" to the following email addresses: [seleccio@vhir.org](mailto:seleccio@vhir.org)



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The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035-Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat) or [lopd@vhir.org](mailto:lopd@vhir.org). In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).