



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**).

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# Pre-Award National Project Manager

## Competitive National Grants Unit

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence.

The National Projects Unit will support the scientific community at Vall d'Hebron throughout the full lifecycle of national competitive projects. The Unit encourages and supports researchers in the pursuit of national competitive funding for research, detecting opportunities and contributing to the development of quality proposals.

We are currently looking for 1 people to join the team as a national pre-award project manager.

## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- University
- Excellent written and oral communication Catalan and Spanish skills.

#### Desired:

- A PhD will be valued
- Good level of English will be valued.



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## Experience and knowledge:

### Required:

- Minimum +2 years of work experience in pre-award management of basic and clinical research grants funded by national organizations (ISCIII, MINECO, PERIS, LMTV3,...).
- Personnel skills:
  - Well-organized
  - Meticulous, close attention to detail
  - Proactive
  - Results oriented person
  - Ability to work well under pressure to meet deadlines
  - Strong problem-solving and communication skills are required.
  - Excellent teamwork and relational skills is a must.

### Desired:

- Additional training in competitive research grants
- Experience in the research institutions and/or project management in different scientific and biotechnological environments will be valued.

## Main responsibilities and duties:

- Know thoroughly the competitive calls to identify the financing needs of researchers and proactively detect competitive grant opportunities.
- Internally manage the call (dissemination, planning of the internal calendar, and resolution of doubts, preparation and revision of proposals, possible internal/external prioritization, and submitting).
- Accompany the researcher in all phases of application for projects and competitive grants, providing advice and help in the preparation and writing of the proposals
- Communicate the resolutions of calls immediately, as well as any other relevant information related to the proposals.
- Manage internally the processes of amendment, allegation or appeal in cases where it is necessary (communication, preparation, presentation and follow-up).



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- Manage the formal acceptance of the projects and grants awarded and, where possible, participate actively in the negotiation of collaborations, contracts and agreements.
- Support and guide the research staff in the calls that may be of interest to their research.

### 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 linked to project

### 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 **“Pre-Award National Project Manager”** to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 02/04/2024**

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).