



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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# Academic Affairs Administrative

## Education and Training Unit

The Education and Training department promotes and develops academic activity at VHIR, promoting the creation of new teaching initiatives and channeling the training opportunities that come from the scientific and clinical community of VHIR. The unit is also the structure that offers service to students and professors about academic and administrative affairs in the center, as well as coordinating the orientation procedures and academic organization in order to guarantee the correct development of the studies, and the compliance with normative and quality guidelines.

We are currently looking for an Academic Affairs Administrative to join our team.

## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- Certificate of Higher Education (FP II/CFGS) in Administration or Management.
- Fluent in Catalan and Spanish. Intermediate level of English.

#### Desired:

- Bachelor's degree will be valued.



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## Experience and knowledge:

### Desired:

- Previous experience performing similar administrative tasks will be valued, especially in academic departments or technical secretariat of courses.
- Knowledge of the organization and logistics of courses and training activities.
- We are looking for a person with a high vocation of service and customer orientation, well-organized, who knows how to work in a team.
- Good command of MS Office and other informatics tools.

## Main responsibilities and duties:

- Give support in the planning, organization and operational development of training activities.
- Manage academic formalities: registrations, enrolments, certificates, diplomas, etc.
- Students and professors support services.
- Carry out the administrative procedures related to the incorporation of intern students: i) publication of offers, ii) recruitment and selection; iii) processing of educational collaboration agreements; and iii) incorporation and discharge.
- Prepare satisfaction surveys and analyze its results.
- Archive and custody of the Unit's documentation.
- Give support to all those tasks in its area of action that are entrusted to it by its manager.

## Labour conditions:

- Full-time position: 40h/week.
- Starting date: April 2024.
- Gross annual salary: 19.570€. Salary ranges are consistent with our Collective Agreement pay scale
- Temporary contract



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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).
- 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.

## How to apply:

Applicants should submit a full Curriculum Vitae and a motivation letter with the reference **“Academic Affairs Administrative”** to the following email addresses: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 24/03/2024**

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.



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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 [lop@vhir.org](mailto:lop@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).