



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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Technical Infrastructure Support

General Services and Infrastructure Unit (SGI)

General Services and Infrastructure Unit (SGI) is initiating a selection process to hire a **Technical Infrastructure Support**. The SGI Department plays a fundamental role in VHIR's operations, it is responsible for various functions such as coordinating maintenance services, cleaning service, security, sterilization, managing our building receptions, as well as handling packages reception and logistics across various VHIR buildings. Additionally, it provides support to all departments, enhancing efficiency and addressing the specific requirements of researchers and administrative staff. This involves conducting regular inspections, coordinating repairs and preventive maintenance and ensuring that facilities are properly equipped and in optimal conditions for use.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FPII) related to Mechanical or Electrical fields.
- Fluency in Catalan and English (B2 level or equivalent)

Desired:

- Additional training in maintenance and building management.

Experience and knowledge:

Required:

- At least 2-3 years of experience working in facilities management or maintenance.
- Specific training in contract management, AutoCAD, BIM, budgets, energy management, etc.



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- Self-reliant, problem-solving, proactive, initiative-driven, analytical, results, and customer-oriented, innovative, team player, orderly, and adaptable to change.

Desired:

- Knowledge of research laboratory activities and/or healthcare field will be valued.
- Knowledge of facilities and construction projects will be valued.

Main responsibilities and duties:

Infrastructure, maintenance, and general services:

- Provide a first-level response to incidents.
- Offer technical advice and support both internally and externally.
- Define, plan, and ensure maintenance (preventive, corrective, conductive, and technical-legal) to ensure optimal operation of equipment and facilities, as well as provide technical instructions to maintenance companies.
- Develop and schedule technical actions, supervise technical progress of assigned projects.
- Evaluate, plan, organize, and manage external suppliers/companies, drafting service requirements, establishing priorities, and setting work guidelines to ensure compliance with service contracts as well as corrective or modification orders derived from them.
- Prepare technical specifications for tenders.
- Supervise, control, and order necessary materials and spare parts for repairs and new installations.
- Monitor and control energy consumption to ensure efficient use and verify economic expenditure on energy matters.
- Maintain and update documentation, legal documents, as-built drawings, etc., of buildings and facilities.
- Participate in new projects, construction, and installations carried out by VHIR.
- Other support tasks related to infrastructure, building maintenance, and general services.
- Manage the building management system (BMS), detect incidents, and report them to maintenance companies.
- Provide support during the commissioning of the new VHIR building.



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Environmental tasks:

- Act as an intermediary with waste management companies. Control and monitoring of waste operations suppliers.
- Coordinate and monitor incidents arising from waste management and provide administrative support.
- Inspection and maintenance of waste containers in general areas and warehouses.
- Identification of new opportunities and improvements in the environmental management of VHIR.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 23.000 – 26.000 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Open-ended contract linked to the 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.



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- 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 **“Tech. Infrastructure Support”** to the following email address: seleccio@vhir.org

Deadline to apply: 19-04-2024

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 or 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. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.