



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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# Head of Scientific Governance & Secretariat for Science Policy Unit

## Internal Strategy Directorate

The Internal Strategy Area is part of the research support structure at VHIR and is responsible of the following broad topics:

1. The coordination of the scientific structure;
2. The coordination of and support to the Research Community implementing strategies for the attraction/retention and follow up of investigators within the Research Groups;
3. The strategies for research assessment;
4. The implementation of the RRI principles and related-initiatives;
5. The teaching Unit;
- 6. The coordination of the Scientific Governance;**
- 7. The technical secretariat;**
- 8. The design, collection, harmonization and final exploitation of the institutional activity indicators and the handling to our reference agencies.**

We are seeking for a person to lead and coordinate the three last highlighted lines within the area.

## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- Bachelor's Degree
- Proficiency in Catalan, Spanish and English



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#### Desired:

- Training in management, communication and/or marketing

#### Experience and knowledge:

##### Required:

- More than 3 years of experience working in a technical secretariat unit
- More than 3 years coordinating governance bodies' activities
- Experience dealing with Research Teams

##### Desired:

- Knowledge of the Catalan, Spanish and European Union Health and Research ecosystem and agencies
- Knowledge of marketing and dashboarding techniques/strategies
- Leadership, empathy, team building, proximity
- Dynamic person with good communication and group management skills. Able to convey content and motivate participation
- Person with decision-making capacity and coordination with the different agents of the entity
- Motivation for improvement and permanent learning

#### Main responsibilities and duties:

- Coordinate the activities of the VHIR governance bodies
- Supervise the design, collection, harmonization and final exploitation of the institutional activity indicators and the handling to our reference agencies
- Supervise and follow up of the accreditation guide of Health Accredited Institute



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- Coordination and follow up of the VHIR Strategic Plan and Strategic Objectives
- Coordinate all activities under the frame of the technical secretariat
- Support strategic institutional priorities in which the Internal Strategy Area is involved
- Lead, coordinate and supervise the team towards efficiency, collaboration and excellence.

### Labour conditions:

- Full-time position: 40/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

### 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)



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HIR EXCELLENCE IN RESEARCH

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- 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 "CCCR-B&B Unit" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

### Deadline to apply: 22-04-2024

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).