



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 Research officer

### National and International Project Units (Pre-award) – Research Grants Office – Competitive Research Directorate

Research Grants Office at VHIR is responsible for managing all competitive projects at VHIR and at Hospital Universitari Vall Hebron (HUVH). It provides support to researchers throughout the lifecycle of competitive research projects to contribute to the leadership of VHIR and HUVH in biomedical research. It is divided in two units: National and International Project Units.

Both Project Units encourage and support VHIR's researchers in the pursuit of competitive funding for research detecting opportunities and contributing to the development of quality proposals (Pre-award). Once the desired funding is achieved, we provide support in managing granted funds to comply with internal policies and funding bodies regulations (Post-award).

We are currently looking for an enthusiastic candidate to be part of the Pre-award team for both project units: national and international as **Pre-award Research officer** to contribute to the collection and curation of calls and proposals data, the dissemination of future calls, and the generation of office-activity indicators for business intelligence purposes.

#### JOB DESCRIPTION

##### Education and qualifications:

##### Required:

- University degree, preferentially in biomedicine-related disciplines, in informatics/data science, or in library/information/documentation
- Fluency in Catalan, Spanish, English (business level)

##### Desired:



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- Specific training related to data analysis and IT (databases, content management systems, newsletters, business intelligence tools, etc.)

### Experience and knowledge:

#### Required:

- Good command of MS Office and other IT computer tools
- Ability to work with and organize datasets
- Well organized person with very good attention to detail and the ability to work to tight deadlines
- Self-motivated, creative, proactive and results oriented
- Excellent teamwork with good interpersonal, written and oral communication skills

#### Desired:

- At least 1 year of work experience in research management (national and/or international competitive calls)
- Experience in data curation, data mining and preparation of reports
- Knowledge of competitive funding programmes (national and/or international)
- Previous experience in health/biomedical research environment
- International work experience

### Main responsibilities and duties:

The successful candidate shall:

- Manage and update research and administrative data about competitive research calls and submitted/granted proposals using our internal research management software.
- Monitor indicators from competitive research for reporting to funding bodies and internally to different VHIR's committees and to tracking Research Grants Office activity.
- Manage information about competitive calls and prepare their communication to our research community through a newsletter.



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- Provide technical support in the preparation of grant proposals and during the execution of granted projects when needed.
- Any other duties related to the job as requested to contribute to the general functioning of the Research Grants Office.

### Labour conditions:

- Full-time position: 40h/week.
- Starting date: as soon as possible
- Gross annual salary: 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.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)



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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 **“Pre-award Research officer”** to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 02-05-2024**

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).