



HR Talent Officer

HR Directorate

The mission of the Human Resources Area is articulated through four strategic pillars:

- Foster individual and organisational development through **talent attraction, training and development strategies**.
- Boost a culture based on **mutual respect, inclusion, diversity and equal opportunities**.
- Foster **well-being** in a comprehensive approach, focusing on the following areas: **working conditions, professional well-being, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

The area of Human Resources covers Talent Attraction and Acquisition, Professional Development and Training, Strategic HR Projects, Personnel Administration and Labour Relations (involving a current team of fifteen people).

JOB DESCRIPTION

A fantastic job opportunity has arisen to join the Human Resources Area as a “**HR Talent Officer**”. We are looking for an experienced individual who is willing to start the challenge of working in one of the most important and competitive Research Centres linked to the health sector in Spain/Europe.

Reporting to the Head of Learning & Development Unit and Head of Talent Attraction & Acquisition Unit, the successful candidate will have a pivotal role in the organisation. Coordinating and developing key Equality and Diversity initiatives and actively participating in EDI Communities of Practices while fostering an inclusive environment at VHIR. Additionally, actively participating in recruitment processes to identify and attract top-tier talent, thereby bolstering our organisational growth.

This role will work closely with different stakeholders across the whole organisation.

Education and qualifications:

Required:

- Bachelor's degree in Psychology, Human Resources/Labour relations or related discipline.

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HR EXCELLENCE IN RESEARCH

In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission in **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**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, nationality, religion, age, disability or race.



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Desirable:

- Demonstrable Recruitment and selection training.
- Project manager course.

Experience and knowledge:

Required:

- Minimum 2-3 years' experience as in-house Talent Acquisition or similar role.
- Minimum 1-2 years' experience developing Equality and Diversity initiatives.
- Experience coordinating different projects throughout all different phases.
- Proficiency in documenting processes and keeping up with industry trends.
- Confident in MS Office.
- Excellent organisational, interpersonal and communication skills at all levels.
- Team player and positive, "can do" attitude.
- Creative thinker and proactive problem solver. Detail/results-oriented.
- Flexible and adaptable to different dynamics and processes.
- Proficiency in Spanish and English.

Desirable:

- 1-year experience as a project manager.
- Fluent in Catalan.

Main responsibilities and duties:

The main responsibilities will be:

- **Equality and Diversity:**
 - Coordinate and develop specific key initiatives related to Equality and Diversity within VHIR institution.
 - Actively participate as VHIR representative in different Communities of Practice (CoPs).
 - Keeping up with the latest news and emerging trends related to Equality, Diversity and Inclusion.



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- **Talent Attraction/Acquisition and Employer Branding:**

- Full recruitment lifecycle considering DEI and the Open Transparent and Merit-based Recruitment Policy (OTM).
- Provide best candidate experience throughout the whole recruitment and hiring cycle.
- Serve as an advisor to hiring managers by assisting on selection best practices, conducting interviews, and offering support during the recruitment process.
- Collaborate with external recruitment providers when required.
- Maintain accurate records during recruitment process according to standards.
- Assist Head of Talent Attraction and Acquisition Unit on daily basis (projects, strategies, conducting trainings)
- Actively participate in Talent Attraction campaigns and Employer Branding initiatives, providing content and engaging candidates.

Labour conditions:

- Full-time position (40h/week).
- Starting date: June.
- Contract: Permanent.
- Gross annual salary: Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales.

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).
- Continuous learning and a wide range of responsibilities within a stimulating work environment.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- 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 well-being focused activities to be the healthiest you.



How to apply:

Applicants should submit a full **Curriculum Vitae** and a **cover letter** with the reference "**HR_Talent_Officer**" to the following email address: seleccio@vhir.org

Application deadline: 26/05/2024

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 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.apd

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