

EXTERNAL CALL

The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau needs to incorporate

Communications officer A3- Tècnic/a de Gestió Administrativa

About us

The Research Institute of Sant Pau Hospital is a private scientific foundation whose mission is to improve the health and quality of life of the population by promoting and developing innovative biomedical research.

Our research is oriented towards finding solutions to citizens health problems with the aim to contribute to the scientific, educational, social and economic development within its area of competence.

The Sant Pau Biomedical Research Institute is seeking a Communications Officer to join the Communications and Stakeholder Relations team. The Communications Unit communicates and disseminates our cutting-edge research and innovation activities. We engage with the public and raise awareness about biomedical and health research through a breath of activities and projects at national and international level. The Unit is also responsible for internal communication, fundraising and teaching technical secretariat.

Essential Qualifications / Education

- Bachelor or Master degree in Journalism, Communications, Life Sciences or equivalent
- Excellent oral and written knowledge of both official languages in Catalonia, Catalan (c-level) and Spanish; as well as good command (full professional proficiency) of English.
- Expertise in the field of digital media, experience with CMS Systems (e.g. Wordpress, Drupal), marketing and emailing platforms (e.g. Mailchimp), social media management platforms (e.g. Hootsuite), graphic design tools (e.g. Adobe Creative Suite), video editing, and metrics (e.g. Google Analytics).

Desirable

- Master or postgraduate studies in Science Communication or Digital Communications.
- Experience or good knowledge of the biomedical research sector within Catalonia and Spain.

Skills

- Exceptional and compelling writer and editor with content curation skills combined with good oral and presentation capability.
- Ability to convert scientific and technical concepts into simple and compelling content.
- Creative strategic thinker who can both shape projects, drive delivery and personally execute.
- Strong team player with ability to navigate a highly complex organisational structure and operational processes.
- Ability to build collaborative relationships with diverse stakeholders and to work at differing level, from briefing senior leaders to speak to general public and schools.
- High standard of quality in all communications outputs.
- Proficiency in both long-term strategic planning and impromptu on-deadline performance.
- Capability to work independently. Proactive, flexible and open-minded person used to work in multidisciplinary and multicultural environments.

Responsibilities

As Communications Officer, you will develop projects, content and ideas to promote the institute's public image and to engage with our stakeholders. You will convert the IIB Sant Pau scientific content into accessible and understandable content for a wide variety of audiences.

The main responsibilities (although not exclusive) for this position are as follow:

- Writing, editing and distributing content, including news, press releases, texts for website, brochures, social media posts, mailings and other publications or campaigns.
- Designing and producing digital, audio-visual and multimedia content.
- Overseeing and managing the institute's website, with special attention to digital strategy, analytics, and optimisation techniques.



- Promoting cooperation and internal communication within the IIB Sant Pau community through specific content and campaigns in our internal communication tools and channels (newsletter, intranet, information screens and boards).
- Participating and co-organising the science outreach programs and public engagement activities.
- Contributing to the fundraising strategy. Developing materials and content for fundraising activities.
- Contributing to the preparation of grant proposals for communications and public engagement activities and actions at national and international level.
- Engaging in and supporting other activities of the Communications and Stakeholder Relations team.

What we offer

- Indefinite contract
- Annual workday of 1,627.50 hours
- Remuneration according collective agreement
- Communication Unit

Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, address ir_recursohumans@santpau.cat , indicating the reference **2022/059.**:

(1) Application letter and updated Curriculum Vitae

At the request of the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, the candidates must present the documentation accrediting the merits mentioned in the curriculum vitae.

Applications will be resolved within a maximum period of one month from the end of the deadline for submission of documentation. At the end of this period, without having been notified of an express resolution, the interested parties will be entitled to understand that their applications have been rejected.



The Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau may declare this call for applications closed if, according to its criteria, the candidates does not meet the conditions that the Institution considers necessary to fill the position.

The interpretation of the requirements and their enforceability to the candidates will be exclusive to the Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau.

**The deadline for submitting applications
will end on May 15, 2022, at 3:00 p.m.**

Fundació Institut de Recerca de l'Hospital de la Santa Creu i Sant Pau, sited at C. Sant Quintí, 77-79, 08041, Barcelona, Tel: 93 291 90 50, NIF: G-60136934, as Data Controller and in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the Organic Law 3/2018 of 5th of December, on the protection of personal data and the guarantee of digital rights, will treat your data with the sole purpose of developing this call. The legal basis for this treatment is the article 6.1 a, c and f from the GDPR, giving that we will ask for your consent, the treatment is necessary for the application of precontractual measures and its necessary to satisfy the legitimate interests pursued by the Data Controller.

The data will be kept during the necessary time to develop the call. Data will be treated solely by that areas and services that are allowed to in accordance with their assigned competences and functions. There will be no data cessions made unless there is a legal obligation to do so. You are entitled to exercise the rights of access, rectification, deletion, opposition, limitation and portability. In case you have any doubts, you can contact the data protection delegate at dpo_ir@santpau.cat. You also have the right to file a complaint to the relevant control authority.

PERMANENCE COMMITMENT: *Selected persons who will hold the summoned or vacant position, will not be able to apply for a new call until 1-year period has expired. In case of part-time job positions, this period will be of 6 months. In both cases, the period will compute from the date of publication of the resolution. The vacant summoned, and the ones that derive from it (intern movements), will be successively covered on the same proceeding among the submitted candidates to each particular call, regardless of whether this entails coverage of places in turns other than the call.*

Barcelona, 21/04/2022



Human Resources Departament

Fundació Institut de Recerca de l'Hospital de Sant Pau