



INTERNAL / EXTERNAL CALL

The Research Institute of the Hospital de la Santa Creu i Sant Pau needs to incorporate

European Project Manager (Senior Management Technician)

About us

The [Research Institute of the Hospital de la Santa Creu i Sant Pau - IIB Sant Pau](#) is a private scientific foundation, whose mission is to promote basic, clinical, epidemiological, and healthcare research in the fields of health sciences and biomedicine. Our research aims at finding solutions to citizens health problems while contributing to scientific, educational, social and economic development. The Institute, located on the Sant Pau Campus, is a biomedical research center of excellence and it is affiliated to the Autonomous University of Barcelona and it is part of the Catalan System of Research Centers (CERCA). The Institute is currently one of the most active research centers in Catalonia, especially in relation to translational research and the application of new discoveries to clinical practice.

What we are looking for

The Institute is looking for a European Research Project Manager to join the International Projects Unit. Reporting to the head of International Projects Unit, he/she will work in liaison between the Head of the Unit and the Investigators in the pre-award phase: identification of new international funding opportunities and support mostly in the preparation of European Commission research proposals (at a technical, financial and administrative level), but also in the preparation of proposals from other international funding entities.

Essential requirements

- Bachelor degree (BSc). BSc in Health Sciences or Technology would be an asset.
- At least four years' experience in research project management: coordination of research proposals, proposal writing and project management of projects funded by the Framework Programme of the European Commission (FP7, H2020, HE).
- Proficiency level in English
- Good skills in word processing, spreadsheets and presentation applications (Word, Excel and PowerPoint or equivalents).

Other requirements to be valued

- Basic oral and written knowledge of the two official languages of Catalonia.
- PhD in the biomedical or health field
- Related courses in project management and research project proposal preparation
- Demonstrable experience in a biomedical and/or health research environment
- Experience in other funding programs (NIH or Erasmus+, among others) in the healthcare field would be a plus
- Dynamic person, good team player, used to participate in international consortia and research networks.
- Ability to work under deadlines and handle varying workloads with high responsibility and independency
- Excellent organizational skills, excellent attention to detail and ability to plan and organize work.

Key Duties

- Detect, communicate and explore international research funding opportunities
- Support in the preparation and submission of European and international competitive grant proposals (proposal writing, budgeting and compliance of requirements)
- Follow-up and support in negotiating, supervising the drafting and signing process of consortium or grant agreements

- Maintenance of grants databases
- Support in the organization of the training session program on European Research Projects for researchers
- Liaise with funding agencies and national contact points.
- Participation in the post-award area of the International Projects Unit and other transversal areas when required

What we offer

- Indefinite and full-time contract, a good working environment, flexible working hours, training plan and flexible remuneration
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement and experience of the candidate.
- Professional Category: A3B Senior Management Technician
- He/She will join the International Projects Unit

This contract will be supported by the project “Towards excellence: boosting Sant Pau Biomedical Research Institute positioning in Europe”, with reference GPE2022-000922 funded by MCIN/AEI/10.13039/501100011033.



How to apply

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_seleccio@santpau.cat, indicating the reference **2022/227.**:

(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 January 12th, 2023, 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.

LANGUAJE REQUIREMENTS: *The selected candidate must demonstrate, or undertake to acquire, within a period not exceeding one year, a correct knowledge of the two official languages in Catalonia.*

Barcelona, 02/12/2022



Human Resources Departament

Fundació Institut de Recerca de l'Hospital de Sant Pau