

INTERNAL / EXTERNAL CALL

The Institute

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** is a scientific foundation which mission is to improve health and quality of life of the population, through the production and dissemination of scientific knowledge, training of researchers to an international standard, and promoting health innovation and the incorporation of medical advances in clinical practice and healthcare policies. Created in 1992, the institute was attached to the Autonomous University of Barcelona (UAB) in 2003, and since 2011 it is part of the Government of Catalonia's CERCA Programme.

For the Foundation, it's a priority to ensure that the recruitment of the most suitable candidate to cover a job is carried out through an open selection process, transparent and merit-based (OTM-R). Following these guidelines will promote the mobility of staff, the exchange of knowledge and, ultimately, the increase in the quality of teaching and research. Faithful to the commitment to the human resources strategy of the European Union, our institution's personnel selection and recruitment procedures are governed by a set of basic principles that guarantee everyone equal access to a work placement. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in any case the national and international regulations in force in this area, specifically the European Charter of the Investigator and the Code of Conduct for the recruitment of Researchers (C&C). The principles of C & C are applicable for the recruitment of any staff of the institution, regardless of their professional category.

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Communications Area**:

Junior Communications and Public Engagement Officer

A3A Junior Administrative Technician

About the (Unit/Group):

The Communications and Stakeholders Relations Area was created in 2021 to increase the institute's reputation and visibility as well as to strengthen and build new relations with key stakeholders.

The Communications Unit communicates and disseminates IIB Sant Pau's cutting-edge research and innovation activities at national and international level. Through a breath of activities and projects, the unit engages with the public and different stakeholders to promote public engagement and to raise awareness about biomedical and health research.

The Communications Unit is an accredited Unit of Scientific Culture and Innovation (UCC+i) by the Spanish Foundation for Science and Technology (FECYT). It is member of the Scientific Culture and Innovation Units Network, which includes the main agents for the dissemination of science and innovation in Spain.

The Unit is responsible for corporate image, media relations, public engagement, science education, internal communication, fundraising and teaching technical secretariat.

The post-holder will contribute to our education and public engagement activities by managing, developing and executing the "UCC+i IIB Sant Pau: Primeros pasos" project (FCT-20-17436).

Essential requirements

- Minimum qualification required: Bachelor or Master degree in Life Sciences, Journalism, Communications 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.
- Advanced knowledge of office tools (excel, word, power point, etc).

Skills will be valued

- Master or postgraduate studies in Science Communication, Digital Communications or Science Education.
- Experience in developing and designing public engagement and science education activities.
- Strong communication, writing and presentation skills.
- Compelling writer and editor with content curation skills and ability to produce engaging and innovative content.
- Good planning and organisational skills. Capability to work independently. Proactive, flexible, open-minded person used to work in multidisciplinary and multicultural environments.
- Team player with ability to navigate a highly complex organisational structure and operational processes.

- Creative strategic thinker who can both shape projects, drive delivery and personally execute.
- 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.
- Good knowledge 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, Canva), video editing, and metrics (e.g. Google Analytics).

Functions

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

- Help developing, managing and implementing the IIB Sant Pau strategy for science education and public engagement activities.
- Coordinate and develop existing programmes and outreach activities.
- Contribute, generate and evaluate new projects and ideas to engage with our stakeholders.
- Content production to promote our activities and campaigns, such as news, texts for website, brochures, social media posts, mailings and digital, audio-visual or multimedia content.
- 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.

This position requires flexibility and may require some weekend work or non-standard working hours dedication, due to the nature of general public activities (open days, science talks, etc).

Offered

- Indefinite contract, attached to the Project “UCC+i IIB Sant Pau: Primeros pasos”. The contract is supported by the project “UCC+i IIB Sant Pau: Primeros pasos” with reference FCT-20-17436, funded by Fundación Española para la Ciencia y la Tecnología (FECYT) – Ministerio de Ciencia e Innovación.



- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according FECYT Resolution
- Unit: Communications Area

Documentation and deadline for submission

Interested parties should preferably deliver the documentation (1) in PDF, by e-mail to the Management of the Santa Creu i Sant Pau Hospital Research Institute Foundation, address ir_seleccio@santpau.cat, indicating the reference **2022/240**:

(1) Application letter and updated Curriculum Vitae

At the request of the Santa Creu i Sant Pau Hospital Research Institute Foundation, 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.

Santa Creu i Sant Pau Hospital Research Institute Foundation 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 Santa Creu i Sant Pau Hospital Research Institute Foundation.

**The deadline for submitting applications
will end on January 3, 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.*

Barcelona, 20/12/2022



Human Resources Departament
Santa Creu i Sant Pau Hospital Research Institute Foundation