

INTERNAL PROMOTION 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**:

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.

Essential requirements

- Degree or Master's Degree in Journalism, Communication, Life Sciences or equivalent.
- Excellent oral and written knowledge of both official languages in Catalonia: Catalan (level c) and Spanish; as well as a good command of English (full professional competence).
- Experience in the field of digital media, experience with content management systems (e.g. Wordpress, Drupal), marketing and email 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).
- Demonstrated experience of 4 years in similar positions.

Skills will be valued

- Master's or postgraduate studies in Scientific Communication or Digital Communication.
- Experience or good knowledge of the biomedical research sector in Catalonia and Spain.
- Exceptional writer with digital content creation skills and good oral and presentation skills.
- Ability to convert scientific and technical concepts into simple and attractive content.
- A person with strategic and creative thinking, who can both shape, drive and execute projects.
- Strong ability to work in a team and be part of an organizational structure with complex operational processes.
- Ability to build collaborative relationships with various stakeholders and to work at different levels, from reporting or briefing senior leaders to communicating with the general public or children and young people.
- High standard in the quality of all communications.
- Skill in both long-term strategic planning and in developing short-term, ad hoc or deadline-driven tasks.

- Ability to work independently. Proactive, flexible and open-minded person used to working in multidisciplinary and multicultural environments.

Functions

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

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

- Writing, editing and distributing content, including news, press releases, website copy, brochures, social media posts, mailings and other publications or campaigns.
- Designing and producing digital, audiovisual and multimedia content.
- Overseeing and managing the institute's website, with a focus on digital strategy, analytics and optimization techniques.
- Promote cooperation and internal communication within the IIB Sant Pau community through specific content and campaigns with our internal communication tools and channels (newsletter, intranet, information screens, releases and dashboards).
- Participate in and co-organize scientific dissemination programmes and public participation activities.
- Contribute to fundraising strategy. Develop materials and content for fundraising activities.
- Contribute to the preparation of grant proposals for science communication and science culture activities and actions at national and international level.
- Integrate and support other activities of the Communication and External Relations team.

Offered

- Indefinite contract
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- 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 **2023/018**:

(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 26th, 2023, at 3:00 p.m.**

**** This promotion is subjected to the payment of the extraordinary contribution by the Health Department. However, the application of the promotion will be retroactive to 1 January 2023, in the case that the mentioned contribution is received after this date.**

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, 16/01/2023



Human Resources Departament

Santa Creu i Sant Pau Hospital Research Institute Foundation

