

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 **Information Systems Unit**:

A2A – IT Technician & Helpdesk

About the Unit / Group:

The information systems department (ISD) is a key area in many companies and organizations that use technology to improve their efficiency and productivity.

Structure and functions:

ISD usually consists of different teams or units that are dedicated to specific tasks. Some of the most common units are:

- **Software development:** it is in charge of designing and developing the software applications that are used to the company. This includes from the definition of requirements to the implementation, maintenance and improvement of the applications.
- **Technical support:** provides assistance to the company's users regarding technical problems related to software, hardware, networks and other technologies.
- **Database management:** responsible for the management and maintenance of the company's databases, as well as their integration with other applications.
- **IT security:** responsible for ensuring the security of the company's data and information. This includes protection against threats such as computer viruses, hackers, malware and other cyber attacks.
- **Data analysis:** is responsible for collecting, analyzing and presenting data to help the company's management make informed decisions.

Responsibilities and tasks:

Some of the tasks performed by different ISD units might include:

- Development and implementation of new projects and applications.
- Maintenance and upgrade of existing systems.
- Installation and configuration of hardware and software.
- Identification and resolution of technical problems.
- Computer security monitoring and threat prevention.
- Planning and management of technology-related projects.
- Monitoring and analysis of data to obtain valuable information for the company.
- Training and support to company users in the use of technology.

Collaboration with other departments:

ISD also works closely with other departments in the company to ensure that the technologies being used are aligned with the needs and objectives of the organization. This includes collaborating with finance, marketing, human resources and other departments to identify the best technology solutions for their processes.

In short, an ISD is a crucial department for any company using technology to improve efficiency and functionality.

Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FPII) or equivalent
- Accredited professional experience
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan
- Intermediate knowledge of office tools (excel, word, power point, etc).

Skills will be valued

- Oral and written knowledge of English
- Knowledge of Wintel and Unix/Linux systems, scripting
- Problem solving skills and proactivity
- Experience in helpdesk and systems projects

Functions

- Support to the users of the Institut de Recerca
- Support for information systems projects

Offered

- Indefinite contract,
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- Research Group: **Information Systems Unit**



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 **2023/093**:

(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 March 31th, 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, 01/03/2023



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

