

INTERNAL / EXTERNAL CALL

The Institute

The **Santa Creu & 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. For this reason, our Foundation has obtained the recognition of the "Excellence in R + D in Research" granted to the IIB de Sant Pau, since 2015.



HR EXCELLENCE IN RESEARCH

The **Santa Creu & Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Human Resources Unit**:

A4- Responsible for Biosafety and Occupational Risk Prevention

About the (Unit/Group):

The HR Unit manages all processes related to human resources at IIB Sant Pau. It provides support and services to IIB Sant Pau employees and research groups in all issues related to the employee life cycle.

These services include:

- Recruitment and contracting
- Onboarding, training and development
- Payroll, compensation and benefits
- Training and development
- Occupational Risk Prevention

The unit, which has been created in 2021, is also developing and implementing IIB Sant Pau HR policies. It also contributes to the implementation of the Human Resources Strategy for Researchers (HRS4R) in the Institute.

Essential requirements

- Minimum Qualification Required: Higher Education (Bachelor / Diploma / University Degree) or equivalent, related to the area of biosciences.
- Degree of Higher Technician in Prevention of Occupational Risks, with training in the three technical specialties (safety at work, applied psychosocial ergonomics, and industrial hygiene) in the fields of medicine and research (biosciences area).
- Training related to Biosafety - biocontainment
- Knowledge and experience in management and supervision of specific areas:
- Management of risks associated with chemical and biological agents.
- Management of documentation related to notifications of first use of biological material and subsequent related notifications.
- Management of documentation related to the authorization of facilities, activities and risk management of Work with Genetically Modified Organisms.
- Previous accredited experience of at least 4 years in a similar position.
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan (if the person selected to fill the vacancy does not have the necessary accreditation at the level of Catalan, he/she must undertake to acquire the necessary knowledge within a period of no more than one year).
- Intermediate/high level of English
- Advanced knowledge of office tools (Excel, Word, Power Point, etc.).

Skills will be valued

- Training with accredited qualification in biosafety – biocontainment, in the specific area of biosciences.
- Previous experience in research centers, universities and/or hospitals
- Person accustomed to working in a team within the organization and with external entities
- Ability to work with autonomy and responsibility
- Person with initiative, proactivity and resolution capacity
- Social and communication skills

Functions

- Be the maximum responsible for Biosafety of the Institution.
- Chair of the Biosafety Committee
- Ensure the application of current legislation and institutional regulations on issues of Biosafety-biocontainment.
- Formulate internal policies and practices on biosafety, examine protocols for research, risk assessment, surveillance and resolution of incidents in biosafety.
- Support in the preparation of documents and materials for good practices in laboratories, as well as the procedures that are derived.
- Establishment, communication and supervision of the internal regulations in the same to the institution.
- Evaluate and guarantee that the activities and facilities owned or assigned to the Institution comply with current legal and internal regulations.
- Ensure that the staff of the institution has the necessary information and training in biosecurity aspects.
- Communication of activities in the field of Biosafety to the relevant authority, as well as extensions of notifications, communications for spill, contamination or major accident with biohazardous material, etc.
- Establish control of use (deliberately or not) of new biological material.
- Establish the control of use and new creation of Genetically Modified Organisms in the different areas of research of the institution.
- Act as interlocutor and collaborator with the Joint Prevention Service
- Promote risk prevention in the Organization



- Support in carrying out risk assessments and monitoring (participation in risk assessment on chemical, biological agents, etc.)
- Collaborate in establishing the measurement strategy to guarantee the safety and health of workers and collaborators.
- Support in the development of procedures and indicators
- Train, inform and sensitize workers, towards the prevention of occupational risks.
- Propose, participate and ensure compliance with preventive and corrective actions to reduce or eliminate existing risks
- Ensure the correct coordination of business activities, as well as support to the Coordination of Business Activities itself
- Participation in management meetings and the Occupational Health and Safety Committee
- Review, inventory and descriptions of use of emergency equipment
- Make reports of adequacy of machinery
- Manage the Institute's Risk Prevention documentary archive
- Any other complementary, auxiliary or collaborative function appropriate to their functions and capabilities.

Offered

- Permanent position.
- Annual workday of 1.627,50 hours (37,5 hours/week).
- Remuneration according to agreement and value of the candidate

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 & Sant Pau Hospital Research Institute Foundation, address ir_seleccio@santpau.cat , indicating the reference **2023/154**:

(1) Application letter and updated Curriculum Vitae

At the request of the Santa Creu & 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 & 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 June 21th, 2023, at 3:00 p.m.**

Fundació Institut de Recerca de l'Hospital de la Santa Creu & 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, 07/06/2023



Human Resources Departament

Santa Creu i Sant Pau Hospital Research Institute Foundation