

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 is a priority to ensure that the most suitable candidate is hired to fill a job through an open, transparent and merit-based selection process (OTM-R). Following these guidelines, staff mobility, knowledge exchange and, ultimately, the increase in the quality of teaching and research will be enhanced. Faithful to our commitment to the European Union's human resources strategy, our institution's personnel selection and recruitment procedures are governed by a set of basic principles that guarantee equal access to employability for all. Therefore, the constitutional principles of equality, merit and ability are followed, respecting in all cases the national and international regulations in force in this area, specifically the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). The principles of C&C are applicable to the recruitment of any personnel of the institution, regardless of their professional category. For this reason, our Foundation has obtained the recognition of "Excellence in R+D in Research" granted to the IIB Sant Pau, since 2015.



The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Legal Advice and Human Resources Unit**:

A2B Senior Administrative management

About the Unit / Group:

The Unit of Legal Advice and Public Procurement of IR Sant Pau is responsible for supervising and supporting the Institute in all its areas, in order to guarantee the correct compliance with the established legal regulations, offering advice both at a preventive and decisive level, in all branches of public and private law (civil, commercial, administrative, labour, criminal, transparency law, etc.).

With regard to the General Data Protection Regulation (GDPR), the unit guarantees the correct processing of data, both internal and external, and validates the functions of the protection delegate. The legal unit is also responsible for contracting the works, services and supplies required by the foundation, in accordance with the procedure and regulations of the Public Sector Contracts Act.

Essential requirements

- Minimum qualification required Higher Level Professional Studies (Higher Level Training Cycle / FPII) or equivalent
- 4 years of accredited experience in project-related management tasks or equivalent
- Oral and written knowledge of the two official languages of Catalonia. Level C of Catalan or, failing that, the selected candidate will have to demonstrate, or promise to obtain, within a period not exceeding one year, a correct knowledge of the two official languages in Catalonia.
- High Level of English
- Intermediate knowledge of office tools (excel, word, power point, etc).

Skills will be valued

- Knowledge and demonstrable minimum experience of two years in the field of transfer, knowledge and innovation, as well as in carrying out tasks related to legal advice, support and monitoring of agreements and contracts in this field, licensing agreements, business creation (Spin-off's / Start-up's) and in general civil law.
- Specialized training in intellectual and industrial property focused mainly on the review, drafting and negotiation of agreements and contracts for the transfer and protection of knowledge, research and innovation and industrial and intellectual property licensing agreements.
- Previous experience in compliance, data protection and labour law (equality plans, remuneration audits, among others).

- Experience in general civil law and civil procedure.
- Training and/or experience in Microsoft Office tools (Word, Excel, etc.)

Functions

In the field of public procurement:

- Public procurement management (preparation of all documentation related to the procurement of works, services, and supplies required by the Foundation, review of technical specifications, management of the public procurement platform, advice to technicians, Contract Registry, management of appeals filed by bidders, drafting of agreements, and performing the functions of a member and/or secretary of the Procurement Board, etc.)
- Management of minor purchasing contracts
- Management of agreements and financing contracts
- Processing of tenders with Next Generation Funds funding.

In the field of Labour Law:

- Support to the Human Resources Department in all those tasks entrusted to it, such as publication of calls, assessment of CVs, drafting of regulations.

In the field of General Law:

- Drafting of protocols and documents of the Compliance Unit.
- Drafting of the LOPD regulations and execute the impact assessments.
- Providing legal support in any necessary tasks assigned by the Department Director in any branch of Law.
- Drafting, review, and monitoring of agreements, contracts, and agreements related to the management of R+D+I project with other public or private institutions.
- Drafting, review and monitoring of industrial and intellectual property licensing agreements in collaboration with Innovation Technicians.
- Advice on initiatives related to the exploitation of the transfer of results or creation of Spin off s
- Drafting and review of business collaboration agreements, donations and sponsorship contracts, confidentiality agreements, contracts for the provision of R+D+I services, scientific collaboration agreements.
- General legal advice on matters concerning the Institution and researchers
- All those entrusted to him by the Director of the Department.

Offered

- Fixed-term temporary contract due to the unforeseen increase in activity within the Legal Advice and Human Resources Unit
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement
- Legal Advice and Human Resources Unit

Applicants who have a recognized disability equal to or greater than 33%, once they have passed the selection process, will have preferential right to occupy the place.

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 **2023/177**:

(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 July 25th, 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, 20/07/2023



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

