

## INTERNAL 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.



HR EXCELLENCE IN RESEARCH

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Neurobiology of Dementia Group**:

**A3A Junior Administrative Technician**

## About the Group:

Neurobiology of Dementia Group research lines:

- Biomarkers in Alzheimer's disease and other neurodegenerative dementias.
- CSF biomarkers in Alzheimer's disease, dementia with Lewy bodies and frontotemporal dementia.
- Amyloid images in neurodegenerative dementias.
- New MRI markers in preclinical Alzheimer's disease.
- Biomarkers of Alzheimer's disease in Down syndrome.
- Molecular bases of neurodegenerative diseases.

## Essential requirements

- Minimum qualification required: Higher Education (Bachelor's Degree, University Degree) or equivalent, specific to the area to be covered.
- 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.
- Intermediate Level of English.
- Advanced knowledge of office tools (excel, word, power point, etc).

## Skills will be valued

- Experience in project coordination.
- Research experience.
- Computer knowledge of programming and web technology.

## Functions

- Planning and programming of research project activities.
- Monitoring the progress of research projects, ensuring deadlines are met and objectives are achieved.
- Management of resources necessary to carry out research projects.
- Helps communication between members of the research team, as well as with other units and departments within the institution.
- Coordination and organization of regular meetings to keep team members informed about progress and next steps in research projects.
- Ensure that research projects comply with applicable ethical standards and regulations, such as informed consent and review by ethics committees.

- Assists in data collection and analysis, using specific tools and programming as necessary.
- Maintaining detailed records of documentation related to research projects, including reports, results and protocols.
- Preparing regular reports on project progress and presenting results to management, colleagues and other stakeholders.
- Provide administrative support to researchers, such as assisting in the preparation of funding proposals, contracts and permits.
- Assist in the promotion of research results through publications, conferences and collaboration with other institutions and the academic community.
- Continuously evaluate the efficiency and effectiveness of research processes and propose improvements when necessary.
- Facilitate the training and professional development of members of the research team.
- Ensure that all research projects comply with institutional regulations and policies.

## Offered

- Indefinite contract linked to the research line “Alzheimer's disease in Down syndrome”.
- Annual workday of 1.627,50 hours (37,5 hours/week).
- Remuneration according collective agreement.
- Research Group: Neurobiology of Dementia Group.

## 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](mailto:ir_seleccio@santpau.cat), indicating the reference **2023/211**:

### (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 November 2<sup>nd</sup> 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](mailto: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, 19/10/2023



**Human Resources Department**  
Santa Creu i Sant Pau Hospital Research Institute Foundation