

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", since 2015.



HIR EXCELLENCE IN RESEARCH

The **Santa Creu i Sant Pau Hospital Research Institute Foundation** needs to incorporate at the **Scientific-Technical Services Platforms / Biobank Unit**:

T5 –Biobank Coordinator

About the Unit / Group:

The Biobank Sant Pau, as part of the Scientific-Technical Services Platforms, is a non-profit public establishment, authorized by the Directorate General for Planning and Research in Health, of the Department of Health of the Generalitat de Catalunya and is registered in the National Registry of Biobanks of the Carlos III Health Institute (number B.0000722) in accordance with RD1716/2011, of November 18, which establishes the basic requirements for authorization and operation of biobanks for biomedical research purposes and of the treatment of biological samples of human origin, and the operation and organization of the National Registry of Biobanks for biomedical research is regulated.

Likewise, the Biobank Sant Pau is part of the current National Platform of Biobanks (PT20/00196), this being one of the ISCIII Platforms to Support R&D&i in Biomedicine and Health Sciences of the Strategic Action in Health 2017-2020.

Its mission is to obtain, process, store, manage and make available to the scientific community human biological samples and associated data, in accordance with agreed standard working procedures, as well as maintaining the traceability of the sample and its associated data, in order to promote quality biomedical research, respecting the rights of donors.

The objective of the Biobank Sant Pau is to increase the accessibility of human biological samples to applicant researchers so that they can use them in their research projects, as long as they meet the ethical and legal requirements required by current legislation.

The Biobank Sant Pau acts, therefore, as a link between sample donors, healthcare personnel and the scientific community for the harmonization of the rights, duties and interests of each of the groups in order to facilitate the advancement of quality biomedical research.

Essential requirements

- Minimum Qualification required: Higher Studies (Degree or University Degree) in the branch of health sciences, biomedical or biochemical.
- Solid and extensive demonstrable experience in the area of biobanks or in the area of science related to the collection, processing and storage of human or animal samples (cells and/or tissues).
- Oral and written knowledge of the two official languages of Catalonia (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).

- Advanced level of English.
- Advanced level of office automation tools (Excel, Word, Power Point, etc).

Skills will be valued

- Experience in coordinating, managing, and directing biobanks scientifically/technically.
- Research experience using human biological samples.
- Training in biobank management
- Master's degree in biobanks
- Postgraduate training in biobanks and/or in Molecular and Cellular Biology techniques
- PhD in the field of Biosciences
- Valuable training in team leadership and training in quality system
- Experience working under ISO 9001 quality standards.
- Pre-post postgraduate stays in biobanks

Functions

- Management and supervision of Biobank Sant Pau's activity and coordination of the team of people in charge
- Economic management: control expenses and income of Biobank Sant Pau. Manage purchases within your area of responsibility. Prepare the rates together with the person in charge of the Scientific-Technical Services Platforms and manage the billing of the Service together with the Administration and Finance Area.
- Identify and analyse new business opportunities.
- Manage the work team of Biobank Sant Pau: assignment of team responsibilities, prioritization of tasks, supervision of training needs, participation in selection processes and other derivatives of team management.
- Attend inspections / audits, in those requirements that apply to their functions and management of the improvement actions that derive.

- Ensure compliance with legal, quality as well as preventive safety or other mandatory standards within the biobank.
- Manage the documentation generated by Biobank Sant Pau.
- Specific tasks of Biobank Sant Pau:
 - Reception and recognition of alarms
 - Ensure and manage the implementation of the biobank installation maintenance plan.
 - Ensure and manage the implementation of the maintenance plan for the biobank's equipment.
 - Review of biobank equipment calibration certificates.
 - Report any incident to Biobank Scientific Director
 - Periodically report results and status of the biobank to Biobank Scientific Director

Offered

- Permanent position
- Annual workday of 1.627,50 hours (37,5 hours/week)
- Remuneration according collective agreement (34.790,84 annual gross)
- Unit: Scientific-Technical Services Platforms/ Biobank Platform

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 **2024/124**:

**(1) Application letter and updated Curriculum Vitae
and signed Data Processing Authorization****

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.

****It is essential to attach the duly signed data processing authorization (document attached at the end of the call) ****

**The deadline for submitting applications
will end on August 7, 2024, 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, 24/07/2024



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

AUTHORISATION FOR PROCESSING PERSONAL DATA

Dear candidate:

The Fundació Institut de Recerca del Hospital de la Santa Creu i Sant Pau, with CIF G-60136934 and registered office at C/ Sant Quintí, 77-79, (08024) Barcelona, as data controller, informs you that it will process your data for the following purposes:

- Receipt of applications.
- Analysis of applications in order to incorporate the worker into the team of the Fundació Institut de Recerca del Hospital de la Santa Creu i Sant Pau, for a current vacancy and for future selection processes that fit your profile.
- To carry out personnel selection processes, as well as to formalise the hiring of the employee, if applicable.
- Comply with the required legal obligations.

The legitimate basis for processing the data is based on the legitimate interest of processing this job offer, in accordance with the provisions of Article 6.1 b) of the General Data Protection Regulation, as your data are necessary for the performance of a contract, which the data subject is a party or for the implementation of pre-contractual measures at his or her request.

However, we inform you that your data (i) will only be processed by those departments or areas of the Institute which, according to their competencies and functions, have an interest in the selection of personnel, (ii) may be communicated to public authorities and organisations, in order to comply with a legal obligation, such as service providers and third parties necessary for the management and execution of the relations derived from the request made and (iii) that they will be kept for the periods foreseen for the prescription of legal responsibilities.

Finally, we inform you that you have the right to access your personal data, to rectify them, to request their deletion, to oppose their processing and to revoke your consent to this processing. In certain circumstances, you may request that we restrict the processing of your personal data, in which case we will only retain your personal data for the exercise or defence of claims. In addition, you have the right to make a complaint to the relevant data protection authority. If you have any questions about the processing of your data you can contact the Entity's Data Protection Officer by sending an email to dpd@santpau.cat.

Consent

I have been informed about the processing of my data and I consent to the processing:

YES NO

Name & Surname:

Signature