

## CALL

### HUMAN RESOURCES DIRECTOR

#### Mar Medical Research Institute Foundation

Managing body of the Hospital del Mar Medical Research Institute (IMIM)  
(Call FIMIM\_01/2019)

## THE INSTITUTE

The Mar Medical Research Institute Foundation (IMIM Foundation), a public organisation created in 1992, is responsible for managing the Hospital del Mar Medical Research Institute (IMIM-PSMAR), accredited as an Institute for Health Research by the Instituto de Salud Carlos III. The IMIM Foundation has approximately 300 staff members and the research is structured within five multidisciplinary programmes: Cancer, Epidemiology and Public Health, Inflammatory and Cardiovascular Disorders, Biomedical Informatics, and Neurosciences. Among other accolades, it holds the "excellence in HR" distinction (2015) awarded by the European Commission in recognition of the implementation of the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

See more information on the Institute's website: <http://www.imim.es>

## JOB CONDITIONS

Incorporation into the IMIM Foundation through a full-time work contract and appointment as Director.

## ROLES and RESPONSIBILITIES

The person awarded the position will be responsible for developing and implementing policies related to staff effectiveness, aligned with the Institute's strategy. Their main role will be to ensure that the people who work in the Institute have a balance between skills and experience, fostering their development so that they have the opportunity to improve their position within the Institute itself. They must always generate a supportive and challenging work environment that promotes equal opportunities, ethical integrity, and a work-life balance.

They must also lead the existing HR team, ensuring a high quality of service for all IMIM staff; the Service is organised into three areas: administration and labour relations, development and training, and prevention of occupational risks.

## REQUIREMENTS

### 1. General conditions

- The candidate must be Spanish or be from one of the EU member states, or must be from one of the countries that, in virtue of international treaties adhered to by the European Union and ratified by Spain, allows the free movement of workers, or have legal residence in Spain.
- They must not have been removed from service in the Public Administration by any disciplinary action, nor have a criminal record for crimes that disqualify them from exercising public functions. In the case of nationals of another State, they must not have been removed from service in the Public Administration by any disciplinary action, nor have a criminal record for crimes that disqualify them from exercising public functions, in their State.
- They must possess the functional capacity to perform the tasks deriving from the job.

### 2. Official qualification required

University degree in Labour Relations, Psychology, Law, Management and Public Administration, or Business Administration and Management, issued by a Spanish university or, failing that, duly approved by the corresponding Ministry.

3. Professional experience

Accredited Professional Experience, minimum of 3 years (during the last 6 years), in the direction/management of human resources or in any of its areas.

#### **VALUE WILL ALSO BE PLACED ON**

1. Professional experience

- Direction and/or management of HR services.
  - Links to HR.
  - Direction and/or management of centres or organisations linked to research.
- Accredited experience in HR in research centres will be valued very positively.

2. Additional education

- Formal accredited training, e.g., Master's or postgraduate degree, related to human resources direction, management and development.
- Formal accredited training, e.g., Master's or postgraduate degree, especially related to the competences of direction and management of institutions and/or companies.

3. Specific knowledge

Knowledge of Spanish, Catalan, and English, both oral and written, appropriate to the job functions.

4. Competency profile

- Corporate competencies: commitment to and involvement with the Institute, people-oriented, empathy and interpersonal sensitivity, quality-oriented, ongoing improvement and excellence, and management of change/innovation.
- Specific skills: leadership, group leadership and teamwork, organisation and planning responsibility.
- Personal skills: emotional stability, motivation, and communication.

#### **DOCUMENTATION TO BE SUBMITTED**

1. Motivation letter addressed to the director of the IMIM Foundation
2. Authenticated photocopy of national ID document.
3. Professional accreditations (authenticated photocopy): certificates from companies showing the periods worked and the professional category.
4. Accreditation of academic merit (photocopy): official academic qualifications (university degree, doctorate, etc.), and documentation from any other postgraduate training.
5. Accreditation of other academic merit (photocopy): other documents accrediting additional training completed.
6. Curriculum vitae (see presentation model in Annex 1)

#### **DEADLINES AND DOCUMENT SUBMISSION**

- a) Latest submission date: 30 calendar days, counted from the day following the publication of the announcement of the call in the Official Journal of the Generalitat de Catalunya.
- b) Addressed to the directorate of the IMIM Foundation.
- c) Submission address: IMIM Foundation Directorate. Calle Doctor Aiguader, 88. Edificio PRBB, 1era. planta.
- d) Opening hours: Monday to Thursday from 8 am to 4 pm // Friday from 8 am to 2 pm.

#### **ANNEX I: CV SUBMISSION MODEL**

- a) Index
- b) Identifying data and contact details

- c) Academic merit
  - University degree: subject, university, year and grades.
  - Master's/postgraduate degree: title, university/centre, year and credits.
- d) Professional merit
  - Specifics of management positions/direction of HR services/departments: institute/company, positions and duration
  - Specifics of management positions/direction in centres not linked to research: institute/company, positions and duration
  - Other professional experience in institutes/companies related to the position advertised in the call: institute/company, positions and duration.
- e) Other merits
  - Talks, lectures, round tables, and conferences as a guest, publications.
  - Membership of societies, committees or working groups.
  - Courses given relating to HR direction/management: course name, place given, duration, and date.
  - Attendance at courses, conferences, workshops, seminars: course name, place given, duration, and date.
  - Languages: language, level, place and date the level was attained.
  - Computer skills.
  - Others.

*The CV must include all the data specified in this scheme, provided in the manner indicated. If this is not the case, aspects that do not conform to the model will not be assessed. In case of doubt, the candidate may contact the Secretary of the Assessment Panel at the following email address: [convocatories@parcdesalutmar.cat](mailto:convocatories@parcdesalutmar.cat) including the call code FIMIM\_01/2019.*

**ANNEX II: MEMBERS of the ASSESSMENT PANEL****PRESIDENT**

- Director of the Mar Medical Research Institute Foundation.

**MEMBERS**

- Manager of the Mar Medical Research Institute Foundation.
- Director of a Research Programme at the Hospital del Mar Medical Research Institute.
- Coordinator of a Research Group at the Hospital del Mar Medical Research Institute.
- Coordinator of a Research Group at the Hospital del Mar Medical Research Institute.
- Director of Human Resources from the Barcelona MAR Health Park Consortium.
- Head of HR Selection and Development from the Barcelona MAR Health Park Consortium.
- A representative from the Workers' Committee, with a voice but no vote, from the Mar Medical Research Institute Foundation.

**SECRETARY**

- Head of Selection and HR Development at the Barcelona MAR Health Park Consortium, or delegate, with a voice but no vote.

**ANNEX III: SCALE of MERITS**

a) Academic curriculum: academic record, university degree, PhD, etc.

VALUE WILL ALSO BE PLACED ON:

- Formal accredited training, e.g., Master's or postgraduate degree, related to human resources direction, management and development.
- Formal accredited training, e.g., Master's or postgraduate degree, especially related to the competences of direction and management of institutions and/or companies.

The assessment of this concept shall exceed, in no case: **20% of the total**

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b) Accredited professional experience:

- Direction and/or management of HR services.
- Links to HR.
- Direction and/or management of centres or organisations linked to research.

Accredited experience in HR in research centres will be valued very positively.

The assessment of this concept shall exceed, in no case: **35% of the total**

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c) Competency test

The assessment of this concept shall exceed, in no case: **30% of the total**

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d) For other merits obtained in the course of professional activity: other management knowledge, talks, lectures, publications, other languages, collaboration, refresher courses, etc.

Viewed freely and as a whole by the Panel.

The assessment of this concept shall exceed, in no case: **15% of the total**

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Bases approved by resolution of the Director of the IMIM Foundation in Barcelona, 12 February, 2019.

## REGULATORY CRITERIA

### 1. PRINCIPLES

#### ➤ **Advertising**

The announcement of this call is published:

- In the Official Journal of the Generalitat de Catalunya (<https://dogc.gencat.cat/ca>)
- The institutional intranet: news and human resources, together with all the documents corresponding to the call.
- The corporate website in: Grants and job vacancies, together with all the documents corresponding to the call. (<https://www.imim.es>)
- EURAXES (<https://euraxess.ec.europa.eu/>)

*The publications on the intranet and corporate website replace, for all intents and purposes, personal notifications to applicants, if it is not considered convenient to effect a more personalised communication.*

#### ➤ **Equal opportunities**

This call will take into account the principle of equal treatment between men and women with regard to access to employment, in accordance with Article 14 of the Spanish Constitution and Organic Law 3/2007, of 22 March, for effective equality between men and women.

In accordance with the provisions of Law 14/2011 of 1 June.

### 2. DOCUMENTATION TO BE SUBMITTED

#### ➤ **Curriculum vitae**

- The candidate is responsible for the accuracy of the data contained in their CV, with the commitment to provide, therefore and where appropriate, any documentary evidence that may be required.
- The requirements met and merits asserted must refer to the date on which the application submission expires.

#### ➤ **Supporting documentation:**

- All the documentation required must be enclosed and presented and must also be of the type requested (scanned, original, certified photocopy and/or simple photocopy).

*Applicants who do not present all the documentation listed, in the modes requested and/or who do not fulfil the requirements may not participate; they will immediately be excluded and their actions invalidated.*

### 3. PROFESSIONAL TESTS

Applicants who have been admitted as candidates may be required, at the discretion of the Assessment Panel for the call and prior to the awarding of final scores, some or all of the following tests, where applicable:

- One or more in-depth interviews, to glean more exact knowledge of the candidate's aptitudes and suitability, as well as their experience and knowledge.
- A competence test that, as an assessment and verification tool, will be directly connected to the merits and abilities to be assessed, which must closely relate to the specific characteristics of the job. The results of this test will be compiled in a report that will be submitted to the Panel.
- A complementary test (written and/or oral) to check the candidate's knowledge of Catalan or English.

### 4. ASSESSMENT PANEL

- The Assessment Panel will comprise those people established in Annex II of these bases. This Panel may not be set up or take action without the presence of the Chairperson, the secretary or their delegate, nor without more than half of the members being in attendance.

- Members of the Panel who have a reason for abstention (intimate friendship, manifest enmity, kinship, etc.) established in Articles 23 and 24 of Law 40/2015, of October 1, of the Legal System for the Public Sector, must expressly declare this as soon as they are in possession of the facts. The applicants may, where appropriate and for this reason, seek the disqualification of Panel members.
- This body will qualify the candidates, in accordance with the scale contained in Annex III of these bases, considering the academic and professional merit accredited through documentary evidence, as well as evaluating other merits asserted by the candidates in their CVs.
- The Assessment Panel, as the competent evaluating body, will reserve the right to ask applicants for as many explanations and/or accrediting documents (originals) as they deem appropriate, without affecting the fact that the contracting bodies may request said originals again when contracting the selected candidate.
- Panel decisions must be made by majority vote and, in the event of a tie, the President shall have the casting vote.
- The Assessment Panel will resolve any doubts that may arise and will take the steps necessary for the correct development of this call, meeting as many times as the president deems necessary, or when requested by a third of the members.
- It will also formulate, in view of the scores awarded to the applicants, the corresponding recruitment proposal for the Director of the IMIM Foundation; this proposal will be published on both the intranet and the Institute's website.
- Also, if deemed appropriate, the Panel may propose to the Directorate that the post be declared vacant if, in its opinion, none of the candidates meets the conditions the Institute considers necessary to occupy the post.

#### 5. INFORMATION on RESULTS and COMPLETION of the PROCESS

- Results

Once the deadline for submission of nominations has passed and the assessments have been carried out, the Directorate will publish **the provisional list of applicants admitted and excluded**, on both the intranet and the Institute's web site.

The excluded candidates **will have 10 calendar days**, counted from the day following the publication date of this list, to rectify any shortcomings detected and present any possible claims. Once the time limit for rectification has expired, **the definitive list of admitted and excluded candidates and the contracting proposal** formulated by the Assessment Panel will be published, based on the final scores obtained by the candidates, before the Director of the IMIM Foundation, in turn, draws up the corresponding agreement.

The final lists, the contracting proposal, and the aforementioned agreement will be published on the intranet, on the Institute's website.
- Completion

Functional capacity to perform the tasks relating to the job will be determined prior to the formalisation of the employment contract. If the result is unsuitable/unfit for the normal exercise of these functions, the employment contract cannot be formalised.

When a candidate is informed that they have been selected, they will also be made aware of the medical examination, the contract signing date, and the start date, and, while this is not effected, they will not be entitled to the remuneration corresponding to the job advertised in the call. The contract of employment, which must be signed at least 10 days before the scheduled commencement of service, must state that the applicant will be subject to a trial period of 4 months which will be interrupted due to maternity, risk during pregnancy, or temporary incapacity affecting the worker during the course of the trial period.

#### 6. APPEALS

Interested parties may lodge an appeal against the Director's final decisions before said body, within one month of the day following the publication or notification of these decisions, or directly before

the Administrative Litigation Chamber of the High Court of Justice of Catalonia, within two months of the day following the publication or notification.

Interested parties may lodge an appeal with the Director, within one month of the day following the publication, against acts of the Assessment Panel that directly or indirectly decide on fundamental issues, determine the impossibility of continuing in the selection process, produce a lack of legal protection, or irreparable damage to their legitimate rights or interests.

Against the Panel's procedural acts not included in the previous point, the applicants may formulate, during the selection process, any allegations they deem pertinent for consideration, at the time the final resolution of the selection process is made public.

#### 7. DATA PROTECTION

The personal data provided by the applicants will be processed by the IMIM Foundation in order to manage the selection process that is the subject of the call. Candidates are responsible for the veracity and correctness of the data they submit to the Mar Medical Research Institute Foundation and have the right to exercise their rights of access, rectification, erasure, restriction of processing, portability, and objection to the processing of their data, in accordance with the provisions of data protection legislation. To exercise these rights, claims must be made in writing to the Data Protection Delegate via email to [protecciodedades@imim.es](mailto:protecciodedades@imim.es). In this event, they must attach a photocopy of their national identity document or equivalent identifying documentation.

IMIM Foundation Directorate

Barcelona, 12 February, 2019.