



CONSORCI MAR PARC DE SALUT DE BARCELONA

## TERMS AND CONDITIONS REQUIREMENTS

### TYPE OF CALL:

Internal and external merit-based selection process

### NAME OF THE JOB POSITION / POST:

Research director of the MAR Health Park (PSMAR) of Barcelona who, associated with their research management role, will also have functions as director of the Hospital del Mar Medical Research Institute (IMIM).

### JOB CONDITIONS:

- Hired to: PSMAR, a multiple centre healthcare institution, specifically to IMIM, an institute working in scientific research, in the field of biomedicine and health sciences  
More information on the websites of PSMAR and IMIM:  
- [http://www.parcdesalutmar.cat/info\\_corp/index.html](http://www.parcdesalutmar.cat/info_corp/index.html)  
- <http://www.imim.cat/infocorporativa/>
- Contract type: employment contract
- Full or part time: 1660 hours per year
- Appointment type: reputable directorial position

### FUNCTIONS RELATED TO THE JOB POSITION:

Fundamental functions to perform:

- Lead the strategic renewal process
- Foster scientific excellence and institutional fundraising
- Maximise innovation and technology transfers
- Adopt and implement a vision for the research management services as a whole
- In particular, will have to strengthen Hospital del Mar's role as a benchmark medical centre for the Biomedical Research Park of Barcelona (PRBB by its Catalan acronym)

The PSMAR research director must report to MAR Health Park management (PSMAR) and to the Board of Trustees of the IMIM Foundation (FIMIM).

### REQUIREMENTS:

#### 1. General conditions

- a) Be Spanish or a national of an EU member state, or be a national of one of the states to which the free circulation of employees is applicable, in virtue of international treaties signed by the European Union and ratified by Spain.

- b) Not exceed the regulatory age in force on the publication date of the call for accessing full retirement in the General Social Security System.
- c) Not have been removed from service in any public administration for any disciplinary proceeding or have a criminal record for crimes that disqualify people from exercising public functions.
- d) Have the functional capacity and skills to fulfil the tasks stemming from the job position.

## 2. Official degrees

- a) Hold an **undergraduate degree in Medicine and Surgery or another Health Sciences degree**, issued by a competent university.
- b) Hold a **doctorate degree in Medicine or Surgery or another Health Sciences doctorate**, issued by a competent university.
- c) Hold a **degree in one of the Health Sciences specialisations** established by the Ministry of Health, Social Services and Equality, and issued by a competent ministry or organisation.

If the candidate hired has university degrees not from Spain, they will have to be duly officially approved by the competent ministry or university.

## 3. Work experience

- a) Accredited work experience of 15 years, at least 5 years in **specialised care or translational research**, at hospital institutions or research institutes.

## 4. Complementary training

- a) Advanced, and duly accredited, level of English

## OTHER ITEMS CONSIDERED A PLUS:

### 1. Complementary training

- Accredited education—master or postgraduate—in health research management and planning will be considered a plus
- Knowledge of oral and written Catalan, suitable for the functions typical of the job position to fill

### 2. Competency profile

Senior scientist with international renown, with a significant career in clinical and translational research, as well as extensive experience with research management. The person must also know how to formulate a medium and long term vision, as well as showing great skill at teamwork and excellent leadership skills.



- Corporate competences: commitment to the institution and to the work, effectiveness and wish to continue improving
- Specific competences: decision taking and responsibility, organisation and planning, management and group leadership, and teamwork
- Personal competences: emotional stability, flexibility, good communication skills, sensitivity and empathy

#### DOCUMENTS TO SUBMIT:

a) **Printed application** (a signed original)

The application form must be filled out that will be available at the HR departments of PSMAR centres, on the corporate website and intranet.

c) **CV** (a printed copy and a computer file in PDF or Word format saved onto a CD).

It must be drafted by following the CV presentation form that is attached as Appendix I.

d) **Strategic plan for research at PSMAR and its IMIM institute**, with the purpose of adding a new organisational and operative research model, focused on participative management, the integration of groups, fundraising and translational research.

The details on the type and structure of this plan, as well as a list of the minimum sections that must be included, are specified in Appendix I, point 11, of these terms and conditions.

(a printed copy and a computer file in PDF or Word format saved onto the same CD on which the CV is contained).

e) **Work accreditations** (certified copies)

Certificates from companies on which the periods worked and professional category are set on record. For any jobs held at the Consorci Mar Parc de Salut de Barcelona, this certificate does not need to be provided.

f) **Required accreditation of academic merits** (certified copies)

Official academic degrees (undergraduate and doctorate and specialist degrees requested) and supporting documents of management training and research management.

g) **Other academic merits** (list)

The other academic merits that the candidate deems relevant can be listed, although there documentary accreditation shall not be required.

h) **Detail of scientific merits** (description)

The scientific merits obtained by the candidate must be detailed, although their documentary accreditation will not be necessary.

If the candidate is hired, he or she shall have to present their **DNI/NIE** (certified copy).

**Note:** All documentation, the CV and proposal for a strategic plan, as well as degrees, diplomas, certificates and any other accreditation of alleged merits must be **submitted in Catalan, Spanish or English**.



**TIMELINES AND SUBMISSION:**

- Deadline for submitting candidatures: **60 calendar days from the day following publication of the notice in the Official Journal of the Catalan Autonomous Government**
- Addressed to: Selection and Development Area
- Submission address: Human Resources Department, Edifici Hospital del Mar, Passeig Marítim, 25-29, planta baixa
- Times: Hospital Mar: Monday to Thursday from 8.00 am to 4.30 pm; Friday from 8.00 am to 2.30 pm. Other centres: Monday to Friday from 8.00 am to 2.30 pm

All documentation can be sent by ordinary post to the Human Resources Department at Hospital del Mar or the other PSMAR centres. The addresses are available on the corporate website.

In this case and for the purpose of complying with the timeline for submitting candidatures, the date stamp when posted at the post office shall be considered.

## APPENDIX I OUTLINE OF CV CONTENT

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### 1. CONTENTS

### 2. PERSONAL DETAILS

- Name and surname(s), date and place of birth, address of residence, contact phone number and contact email

### 3. ACADEMIC MERITS

- Undergraduate degree:** subject, university, year; and degree honours: awards received, outstanding...
- Master:** name of master, university, year, credits
- Doctoral thesis:** degree, university, year, mark, reading date, cum laude
- Training related to management and research management:** training name, subject, place given and date obtained

### 4. PROFESSIONAL MERITS

- Specialist degree:** subject, university, year
- Manner in which specialist title obtained:** medical internship, residency and/or fellowship (indicate how many) and SEMES (Spanish Society of Emergency Medicine and Emergencies) (indicate if held)
- Specification of positions at institutions to present:** institution, job title, dates
- Detailed specifications of work experience<sup>1</sup>:** institution, activity, dates and workday
- Experience in specialised care (clinical, technical support and/or therapeutic) to present:** institution, technique, dates
- Experience with management and research management:** institution, activity and dates
- Other experience related to the job position being applied for:** institution, activity and dates

### 5. SCIENTIFIC MERITS (in last 10 years)

- Journals<sup>2</sup> and <sup>3</sup>
  - Articles in journals with impact factor, as last author or corresponding author** (ordered by date and numbered)  
Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)  
Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal (only original articles) and h-index
  - Articles in journals with impact factor, as first/second author** (ordered by date and numbered)  
Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)  
Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal and total sum of impact factor of all journals from the section (only original articles) and h-index
  - Articles in journals with impact factor, as other author, and letters, clinical cases, etc.** (ordered by date and numbered)

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<sup>1</sup> Work experience after residency

<sup>2</sup> For journals, whether or not they are indexed must be specified **in all cases**.

<sup>3</sup> **Bibliography citations** must follow the **Vancouver** model in force.

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Surname and initial of first name, Article title, International abbreviation of journal, Year, volume (issue): start-end pages of article (if there are more than six authors, set out the first six followed by **et al**)

Detail: journal indexing, PubMed identification number (PMID), impact factor of each journal (only original articles) and h-index

- Books<sup>4</sup>:
  - **Author of chapters of books** (ordered by date and numbered)
    - Published abroad  
Surname and initial of first name of all authors, Title of chapter, In: Surname and initial of first name, Book title, Edition, Publication site: Publisher; year, Length of chapter (first-last pages),  
Add: Book ISBN
    - Published in Spain  
Surname and initial of first name of all authors, Title of chapter, In: Surname and initial of first name, Book title, Edition, Publication site: Publisher; year, Length of chapter (first-last pages),  
Add: Book ISBN
  - **Books published** (ordered by date and numbered)  
Surname and initial of first name, Book title, Edition, Publication site: Publisher; year,  
Add: Book ISBN

6. RESEARCH AND KNOWLEDGE TRANSFER PROJECTS (in last 6 years)

- **Research grants as principal investigator (PI)** (Spanish Health Research Fund (FIS), National Plan, European projects, etc.): title, funding organisation, institution, code number, duration, amount financed (euros)
- **Patents:** title, ID number, dates, inventors, current status; specify if they are licensed

7. CLINICAL TRIALS (in last 5 years as PI)

- **License agreements, clinical trials (phases I-II), other agreements with companies**

8. CONFERENCES (in last 5 years)

- **Papers, round tables and conferences as guest lecturer at congresses sponsored by scientific organisations** (international and Spanish, separately): title, meeting type, congress/conference/round table name, location and date (ordered by date and numbered) Indicate if an oral/written summary was presented or if it was an invited oral presentation.

9. OTHER MERITS

- **Member of scientific organisations:** organisation name and length of membership
- **Visiting fellowships abroad:** activity conducted during fellowship period and time of stay
- **Relevant awards**
- **Other professional activity worth mentioning**
- **Languages:** language, level, where studied and date level obtained

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<sup>4</sup> **Bibliography citations** must follow the **Vancouver** model in force.

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10. TEACHING MERITS (in last 5 years)

- **Type of post as university lecturer/professor or other posts held with university accreditation** (full professor, tenured professor, associate professor, others): subject, institution, years
- **Doctoral dissertation supervisor** (ordered by date and numbered)
- **Doctoral course supervisor** (ordered by date and numbered)
- **Organisation/participation in doctoral and non-university courses** (ordered by date and numbered)

11. STRATEGIC RESEARCH PLAN AND MANAGEMENT REPORT

- **PSMAR strategic research plan and IMIM management report**
  - Analysis and diagnostic of current situation (internal and external setting, present and future)
  - Proposed new organisational and operative research model for PSMAR and its institute: mission and strategic vision
  - Formulation of strategies: prioritisation of lines and strategic targets to develop
  - Operating plan: participative management, integration of research groups, fundraising...
  - Description of the management structure proposed for IMIM: structure, organisation and resources
  - Development proposals and specific targets to obtain with regard to IMIM in the short, medium and long term
  - Financial analysis and budget (macroeconomic data and operating account)

In order to execute this section, it is advisable to view the websites of PSMAR and IMIM, especially the section on corporate information and publications (reports):

- [http://www.parcdesalutmar.cat/info\\_corp/index.html](http://www.parcdesalutmar.cat/info_corp/index.html)
- <http://www.imim.cat/infocorporativa/>
- <http://www.parcdesalutmar.cat/publicacions/publicacions2/index.php?CATEGORY2=298>

12. SUMMARY OF RESEARCH ACTIVITY (activity indicators from last 5 years)

- **Resources**
  - Funding of
  - Number of grants obtained and total budget (euros)
  - Number of research contracts with industry and total budget (euros)
  - Number of clinical trials (phases I-II)
  - Number of European projects (as participant)
  - Number of European projects (as coordinator)
  - Number of articles and/or reviews (PubMed)
- **Active external collaborations:** researcher name, institution, city and country
- **Summary of current and prospective future lines of research:** title, introduction, objectives, selected references (maximum of 2 sheets)

The CV must contain **all** data specified in this section. Otherwise, the items that do not fit with this model shall not be assessed.

In the event of questions, candidates can contact Balbina Ugena, secretary of the Selection Board. Email: [bugena@imim.es](mailto:bugena@imim.es)

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## APPENDIX II MEMBERS OF THE SELECTION BOARD

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### CHAIRPERSON

- Director of the Consorci Mar Parc de Salut de Barcelona or the person she or he delegates

### MEMBERS

- Director of the Care and Medical Division of the Consorci Mar Parc de Salut de Barcelona
- Human Resources Director of the Consorci Mar Parc de Salut de Barcelona
- Research Director of the Consorci Mar Parc de Salut de Barcelona
- Teaching Director of the Consorci Mar Parc de Salut de Barcelona
- Innovation Director of the Consorci Mar Parc de Salut de Barcelona
- Director of the Cancer Research Programme at the Hospital del Mar Medical Research Institute at the Consorci Mar Parc de Salut de Barcelona
- Director of the Biomedical Informatics Programme at the Hospital del Mar Medical Research Institute at the Consorci Mar Parc de Salut de Barcelona
- Director of the Institution Foundation of the Research Centres of Catalonia (I-CERCA)
- Manager of the Deputy Directorate General of Research and Innovation in Health of the Health Department of the Catalan Autonomous Government

### SECRETARY

- Management Director of the Hospital del Mar Medical Research Institute at the Consorci Mar Parc de Salut de Barcelona, or the person she or he delegates, with voice and without vote



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### APPENDIX III SCALE OF MERITS, PRESENTATION OF STRATEGIC PLAN AND COMPETENCE TEST

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**a) Academic merits:**

curriculum: academic records, undergraduate degree, master's degree, doctorate degree, etc.

Considered a plus:

- accredited education—master or postgraduate—in health research management and planning
- adaptation of the contents of curriculum to the job position offered, more than the quantity of accredited degrees or merits

The score for this concept will never surpass: **5% of total**

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**b) Professional merits:**

accredited professional experience in:

- specialised care: clinical, technical and/or therapeutic support
- leadership and management of health research groups
- inter-centre collaboration and Spanish and international research networks

The score for this concept will never surpass: **25% of total**

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**c) Scientific merits:**

obtained in the course of professional practice: publications (Spanish and international), patents, competitive grants, clinical trials, visiting fellowships at foreign universities or hospitals

- The adaptation of the merits cited to the job position offered will be assessed, more than the number of accredited merits.

Freely assessed and as a whole by the Selection Board.

The score for this concept will never surpass: **25% of total**

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**d) Teaching merits:**

university lecturer and/or professor at Spanish and international universities, in any category assimilable to national university posts

The score for this concept will never surpass: **10% of total**

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**e) Presentation and defence of Strategic Plan and competence test**

The score for this concept will never surpass: **35% of total**

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Terms and conditions approved by resolution of management at the Consorci Mar Parc de Salut de Barcelona, on 14 December 2015

HUMAN RESOURCES DEPARTMENT  
Barcelona, 14 December 2015

## REGULATING CRITERIA

### 1. PRINCIPLES

- **Publication**

- The notice for this call will be published in the Official Journal of the Catalan Autonomous Government, and in EURAXESS.
- This notice, **along with all documentation for the call**, will be published at:
  - The institutional intranet at:  
Human Resources ---> Selection of personnel
  - The corporate website of PSMAR at:  
Professionals ---> Public job offers  
([http://www.parcdesalutmar.cat/professionals/oferta\\_publica/](http://www.parcdesalutmar.cat/professionals/oferta_publica/))
  - The website of IMIM at:  
Grants and job bank  
(<http://www.imim.cat/ofertes-treball/>)
  - The notice boards of the centres' human resources departments

**Publications on the intranet and corporate websites will replace, for all purposes, personal notifications to candidates, if no more personalised notification is deemed advisable.**

- **Equal opportunities between men and women**

The present call shall consider the principle of equal treatment of men and women with regard to access to jobs, pursuant to article 14 of the Spanish Constitution and Organic Law 3/2007 of 22 March on true equality between men and women.

- **Equal opportunities, non-discrimination and universal accessibility**

Pursuant to the terms of article 41.3 of the collective bargaining agreement of the Consorci Mar Parc de Salut de Barcelona, 5% of vacancies shall remain open in order to be covered by persons with disabilities, in accordance with how they are defined in section 2 of article 1 of Law 51/2003 of 2 December on Equal Opportunities, Non-discrimination and Universal Accessibility of People with Disabilities, provided that they pass the selection process and accredit their disability and compatibility with accomplishing the tasks.

This proof must be provided before the end of the term of submitting candidatures and via a binding judgement on the candidate's physical, mental or sensorial conditions, issued by the pertinent multi-professional team, reporting to the Department of Social and Citizen Action of the Catalan Autonomous Government.

### 2. DOCUMENTS TO SUBMIT

#### a) Printed application:

- Applications must be submitted by **printing the form** that will be available on the intranet, on the corporate websites and HR departments of centres
- They must be **addressed to** and the **processing route employed** that are indicated in the specific call for each job position

- The address that appears on the applications shall be considered the only one valid for notification purposes and any errors in writing it shall be the exclusive responsibility of candidates. All changes of address must be notified.

**b) Curriculum vitae**

- Candidates must always submit their **curriculum vitae** and, if states in the specific call for each job position, they must be adapted to the model provided in appendices for the call.
- Candidates shall be held responsible for the **truthfulness** of the data contained in their curriculums, with the commitment to provide, where necessary, all documentary proof that could be requested of them.
- The requirements and merits set out must be done with regard to the deadline established for submitting applications.

**c) Supporting documentation:**

- **All documentation required** in the 'DOCUMENTATION TO SUBMIT' section on page 3 of these terms and conditions must be submitted and, furthermore, **must match the types requested** (original or certified copy).

**Candidates who do not submit all the documentation indicated in the manner requested and/or do not fulfil the requirements necessary shall not be admitted for the selection process and will be immediately excluded, with their actions remaining null and void.**

**3. DEVELOPMENT OF THE SELECTION PROCESS AND PROFESSIONAL TESTS**

**a) Temporary results**

After the deadline for submitting candidates has ended and the pertinent assessments have been made, the Human Resources Department will publish the **temporary list of the candidates admitted and excluded** on the centres' intranets, corporate websites and notice boards of their human resources departments.

Candidates who are excluded **shall have 10 calendar days**, starting on the date following the publication date of this list, for rectifying any missing documents and filing possible claims.

**b) Assessment of merits**

Then the merits of provisionally admitted candidates shall be evaluated and a maximum of six candidates will be selected (those who have obtained the highest partial score).

**c) Evaluation of the Strategic Plan submitted and its defence**

The people selected will have to defend to the Selection Board, in Catalan, Spanish or English, the Strategic Plan they wrote and presented previously, along with the rest of the required documentation.

From among these candidates, the 3 candidates shall be designated who have obtained the highest score to date.

**d) Professional tests**

Prior to issue of the final definitive scores, the three finalists selected in the end shall have to take this test:

- A competence test that, as an assessment and verification tool, will be directly connected to the merits and skills that want to be assessed, which must have a close relationship to the specific characteristics of the job position.

The results of this test will be summarised in a report that will be given to the Board, and the resulting scores will be added to the final score.

#### 4. SELECTION BOARD

- The Selection Board will be made up of the people detailed in Appendix II of these terms and conditions and it cannot be established or take actions without the attendance of the chairperson, the secretary or person he or she delegates, or without the attendance of half plus one of its members.
- Board members who incur any of the causes for abstention (intimate friendship, clean enmity, relationship, etc.) that are established in article 28 of Law 30/1992 of 26 November, shall have to expressly state this at the time they become aware of the situation. Candidates may, as applicable and for this reason, request the recusal of Board members.
- According to the scale detailed in Appendix III of these terms and conditions, this body shall score, weighting the academic and professional merits that were accredited documentarily, as well as assessing the scientific merits alleged by the candidates on their CVs.
- The Selection Board, as the competent evaluating body, reserves the power to request candidates for as many explanations and/or supporting documents (originals) as it deems suitable, without prejudice to the fact that the procurement bodies may request these originals again at the time of hiring the selected candidate.
- Board decisions shall be adopted by a majority of votes and the chairperson shall cast the deciding vote in the event of a draw.
- It shall also resolve any questions that are presented and take the agreements needed for the proper development of this call, meeting as many times as necessary in the chairperson's opinion or when requested by one third of its members.
- In light of the scores awarded to the candidates, the Selection Board shall formulate the pertinent hiring proposal to the director of the Consorci Mar Parc de Salut de Barcelona, a proposal that will be published on the intranet and corporate websites.
- Likewise and if deemed timely, it may propose to senior management to declare the job position called null and void if, according to its criteria, no candidate meets the conditions that the institution deems necessary for holding the job in question.

## 5. INFORMATION ON FINAL RESULTS AND END OF PROCESS

### a) Final results

After the professional tests have been finished, the **final list of candidates admitted and excluded** will be published and the hiring proposal that the Selection Board will formulate, in light of the final scores obtained by candidates, to the director of the Consorci Mar Parc de Salut de Barcelona who, in turn, will take the pertinent **decision**.

These definitive lists, the hiring proposal and the aforesaid decision will be published on the intranet, corporate websites and notice boards of the HR departments.

### b) Finishing

The selected candidate will have to pass a **medical exam** as a condition prior to formalising the contract. If this party is not suitable/not apt for normal practice of his or her functions, no job position can be awarded to the candidate.

At the time of notifying the candidate that he or she has been selected, he or she shall be notified of the **contract signing date and hiring date** and, while the party has not started, he or she shall have no right to receive wages for the job position that is the purpose of this merit selection process. The employment contract, which must be signed at least 10 days before the planned start date for the job, shall set on record that the candidate shall be subject to a **4 month trial period**, which will be interrupted for maternity leave, risk during pregnancy or temporary disability taken by the employee during this trial period.

### c) Conditions

The wages and other conditions are negotiable, although they must in all cases be in line with applicable legislation in force, especially Law 3/2015 of 11 March on tax, financial and administrative measures (Heading III, article 28 and 29), and Law 2/2014 of 27 January on tax, administrative, financial and public sector measures (article 63), modified by Law 3/2015.

## 6. APPEAL

Interested parties may file an appeal for reconsideration may be filed with this body, within one month from the day following its publication or notification or, directly file a contentious administrative appeal with the Contentious Administrative Court of the Supreme Court of Justice of Catalonia, within two months following the date of its publication or notification.

Against the processing actions of the Selection Board that directly or indirectly decide on fundamental matters, determine the impossibility of continuing the procedure or cause irreparable defencelessness or damage to legitimate rights or interests, interested parties may file an appeal with management, within one month following the date of its publication.

Against the processing actions of the Board not included in the previous point, candidates may formulate, during the selection process, all pleadings they deem pertinent for their consideration, at the time at which the final decision of the selection process is publicised.



## 7. DATA PROTECTION

The personal data provided by candidates will be processed by the Consorci Mar Parc de Salut de Barcelona with the aim of managing the selection processes done by calls and for notifying them of future job offers, where all data will be added to the file of the Human Resources Department of the Consorci Mar Parc de Salut de Barcelona.

Candidates may exercise their rights to access, rectify, cancel and oppose, which are recognised in Organic Law 15/1999 on Personal Data Protection (LOPD), by writing and sending an email to this email address: [20083@parcdesalutmar.cat](mailto:20083@parcdesalutmar.cat).

HUMAN RESOURCES DEPARTMENT

Barcelona, 14 December 2015