

Job description	
Job title	Clinical Research Manager
Job code	<b>GEST-CMU_02_102024</b>
Full/part time	Full-Time
Field	<b>Clinical Management Unit (CMU)</b>
Direct supervisor	<b>CMU Coordinator</b>
Experience	Minimum 2-years of experience in a similar position
Languages	Spanish and English (mandatory)   Catalan (desirable)
Starting date	The successful candidate will join the team <b>as soon as possible</b>
Education and field of expertise	Degree in the health field
Summary	<p><a href="#">IrsiCaixa Research Institute</a>, located at Hospital Germans Trias i Pujol, has an open position for a Clinical Research Manager. The role aims to strengthen the Clinical Management Unit team.</p> <p>IrsiCaixa have been actively involved in research related to infectious diseases, immune system disorders, and emerging viruses like COVID-19. Furthermore, IrsiCaixa conducts clinical studies to contribute with knowledge and to improve patients' quality of life.</p> <p>This unit is dedicated to ensuring compliance with current regulations regarding clinical studies, including sample and data protection. Additionally, it closely assists the researchers at IrsiCaixa in preparing all necessary documentation and performing all required tasks.</p>
Job duties	<p>In liaison with the CMU coordinator and her team, the successful candidate will:</p> <ul style="list-style-type: none"> <li>• Assist researchers in the management and coordination of clinical studies.</li> <li>• Support in clinical protocols and informed consents development.</li> <li>• Support on design/creation of study databases and EDCs (including REDCap).</li> <li>• Organization and preparation of the required materials necessary to implement to the projects.</li> <li>• Organization/attendance to meetings, presentations &amp; minutes.</li> </ul>
Candidate profile and qualifications	<ul style="list-style-type: none"> <li>• Degree in the health field.</li> <li>• <b>Experience in RedCAP databases/CRD design and management is mandatory.</b></li> <li>• Complementary training/experience on clinical studies/trials management, including writing of clinical protocols and informed consent forms, will be appreciated.</li> <li>• Experience as CRA or similar will be valued.</li> <li>• Writing skills, creativity and ability in design will be an asset.</li> <li>• Good English level &amp; high communication skills (written &amp; oral).</li> <li>• Good organizational skills, excellent attention to detail and ability to plan and organize work.</li> <li>• Initiative and ability to work in a multidisciplinary team.</li> </ul>

<p>What we offer</p>	<p>We are a leading research center in infectious diseases and immunity committed to excellence and innovation. We engage in pioneering projects that have a significant impact on advancing knowledge and improving the quality of life.</p> <p>We value diversity and, as such, encourage and welcome applications from individuals of all genders, nationalities, skin colors, origins, religions and ideologies, ages, sexual orientations, and identities. Moreover, we offer:</p> <ul style="list-style-type: none"> <li>• A dynamic and highly collaborative unit.</li> <li>• An international and interdisciplinary research environment consisting of wet lab scientists and data analysts.</li> <li>• Versatile activity. Mixed basic and clinical research environment in biomedicine.</li> <li>• Extensive opportunities for further education &amp; training as well as an excellent working atmosphere in a friendly, committed team.</li> <li>• Flexible working hours and the compatibility of career and family.</li> <li>• Hybrid work model (on-site + teleworking) subject to the foundation's regulations.</li> <li>• State-of-the-art infrastructures &amp; well-equipped offices/relaxing areas; subsidized cafeteria.</li> <li>• Generous vacation package: 22 vacation days, plus 4 days on Christmas, and all long weekends (subject to each year' calendar).</li> <li>• Salary will depend on skills/experience and will be in accordance with IrsiCaixa's salary scales.</li> </ul>
<p>Application deadline</p>	<p><b>Opened until the position is covered. 1st review of applications will take place on the 18th of November</b></p>
<p>Required documents</p>	<ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume (CV)</li> <li>• Recommendation letter (optional but appreciated)</li> <li>• Other relevant documents</li> </ul>
<p>Selection process</p>	<ul style="list-style-type: none"> <li>• Candidates' documents compilation</li> <li>• Preselection of candidates and interviews</li> <li>• Communication of the selection result to the candidates and preparation for the incorporation of the selected person</li> </ul>
<p>Application process</p>	<ul style="list-style-type: none"> <li>• Through the <a href="#">IrsiCaixa website</a></li> <li>• By sending an email to <a href="mailto:jobs@irsicaixa.es">jobs@irsicaixa.es</a>. Applications that do not include the job code in the subject line of the email (<b>GEST-CMU_02_102024</b>) will be disregarded.</li> </ul>
<p>Where to find us</p>	<p><b>IrsiCaixa</b>  Germans Trias i Pujol Hospital   2nd floor, Maternity building.  Ctra. del Canyet, s/n. 08916 Badalona, Barcelona  <b>(+34) 93 465 63 74</b></p>