



centre nacional d'anàlisi genòmica
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“Director of People”

Centro Nacional de Análisis Genómico (CNAG)

The Institute

The *Centro Nacional de Análisis Genómico* (CNAG) is one of the largest Genome Sequencing Centers in Europe. CNAG researchers participate in major International Genomic Initiatives, as well as in several EU-funded projects.

The CNAG is a scientific-technical infrastructure created in 2010, with a unique capacity and experience in Spain in the field of genomics. At the end of 2014, it was incorporated into the map of Singular Scientific and Technical Infrastructures (ICTS), as a node of the Integrated Infrastructure of Omics Technologies (OmicsTech).

We are a team of more than 100 highly qualified people, organized into laboratory personnel, computer scientists, bioinformaticians and administration personnel, of whom more than 50% have doctoral studies.

CNAG has become as one of the Spanish and European centers of reference in the sequencing and analysis of genomic data. Thanks to its powerful infrastructure, the Center contributes to significantly improve people's health and quality of life.

The Role

The Director of People works in collaboration with leaders, teams and individuals across the CNAG and is focused on creating the conditions for our people that will ensure our ideas thrive and deliver against our global ambitions in a stimulating international research environment.

Reporting to the Managing Director, the Director of People is responsible for designing, developing and implementing HR policies and procedures aligned with the strategy of the organization, thus offering a supportive, encouraging and challenging working environment that promotes equal opportunities, ethical integrity and work-life balance.

The successful candidate will have strong communication skills and the ability to build strong relationships internally and externally, as well as to inspire, motivate and drive all members.

About the Team/Group/Lab/Department

MAIN DUTIES AND RESPONSIBILITIES

Leadership:

- Lead the People strategy implementation, developing initiatives that will increase our organisation value and our staff wellbeing.
- Working side by side with scientific leaders to ensure that the CNAG is a place where research thrives.
- Creation of a work environment conducive to communication, where opinions can be shared and where everyone feels comfortable expressing their own opinions.
- Promoting and developing relevant HR strategies and programmes across the institution aligned with the strategy of the organisation.
- Supervising HR daily operations (contracts, payroll, recruiting, welcome services and onboarding).
- Actively engaging with the CNAG's community and a variety of key stakeholders to promote and execute on key HR initiatives (Excellence in Research, Gender balance, Diversity and inclusion).



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- Promoting a positive image of the institute by participating in relevant community organizations and meetings, as well as international, and local professional associations.
- Reporting to senior management by analysing data and using HR metrics and providing advice on decisions.
- Working as liaison of the CNAG's Works Council.

HR Talent & Development

- Representation of the CNAG and benchmarking with other institutes.
- Representing the People Department.
- Leading and follow-up the staff career development and performance system by promoting training and development activities.
- Designing and executing any other special projects in People talent and development on a variety of topics such as diversity and inclusion.
- Working in a coordinated manner with other organizational areas.

HR General Management

- Ensuring compliance with European, Spanish and regional regulations in terms of employment legislation and other HR-related regulations, such as data protection.
- Actively participating in the implementation of business process optimization and review processes leading to the identification of redundancies or inefficiencies, as well as monitoring the adherence to established internal HR procedures and policies and institutional policies.
- Contact point for CNAG staff seeking advice and guidance in wider HR issues.
- Anticipating risks and resolving conflicts.
- Leading the workforce HR metrics by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analysing results; initiating corrective actions; minimizing the impact of variances.
- Promoting and evaluating the implementation of HR relevant IT tools.

Whom would we like to hire?

- Professional experience in an international academic environment, preferably in a research organization, with a proven track record of developing people strategy and practices and change management in a dynamic environment.
- At least 5 years of experience in a similar position is essential.
- Relevant university degree in Human Resources, Management, Business Administration, Labour Relations, Psychology or similar.
- The jobholder must demonstrate a strong knowledge of employment legislation (preferably Spanish) and labour-related rule.
- Advanced level of English and Spanish written and spoken.
- Microsoft Office applications.
- Oracle Business Suite or other HRIS.
- Measuring and analysing HR metrics.

Desirable but not required

- Catalan will be an advantage.

The Offer

- **Contract duration:** Permanent.
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** as soon as the appropriate candidate is identified



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We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

We are committed to reconcile a work/family life balance for our employees and offer the opportunity to benefit from annual leave and flexible working hours.

Application Procedure

Reference: CNAG/03.

All applications must include:

1. A motivation letter.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to david.gonzalez@cnag.crg.eu

Deadline: Please submit your application by 15th March 2023.