

Position Title:

Junior Ethics and Research Regulation Officer



JOB DESCRIPTION	
Job title	
	<p>The CaixaResearch Institute is set to become a leading international research centre in the translational study of immunology and the most prevalent diseases. The centre will conduct its own research focused on studying how the immune system works when it interacts with pathologies, such as neurological, oncological, metabolic and infectious diseases, as well as analysing related environmental factors.</p> <p>The Institute's mission will be accomplished by prioritising a multi- and interdisciplinary approach, the development of cutting-edge technologies and the transfer of results to society. The Institute will establish the necessary procedures to guarantee that all the activities carried out by its community will comply with the values of transparency, accountability, scientific excellence, integrity and ethics, equity and inclusion.</p>
Reference	REF2025/0017
Position summary	<ul style="list-style-type: none"> To ensure organizational adherence to regulatory frameworks regarding biological research. This position serves as the central hub for compliance, bridging the gap between research teams, internal oversight bodies, and external regulatory authorities.
Key responsibilities and duties	<ul style="list-style-type: none"> Prepare and follow up ethics documentation related to the use of model organisms in external accredited environments. Track approvals, amendments, renewals, and required training certifications. Maintain documentation related to GMO work and biosafety requirements. Coordinate with external model-organism facilities and institutional committees. Keep procedures and checklists updated. Support reporting, inspections or audits when required. Contribute to improving internal procedures and compliance practices.
Direct supervisor	Head of Lab Operations

Education and field of expertise	<ul style="list-style-type: none"> • Degree in Biology, Biomedicine, Biotechnology or similar.
Technical skills	<ul style="list-style-type: none"> • Able to track tasks and deadlines (Microsoft Planner). • Able to collect and structure documentation. • Comfortable learning regulations and institutional processes. • Preferably some knowledge of the relevant legislation and regulatory frameworks.
Soft skills	<ul style="list-style-type: none"> • Good communication and collaboration. • Proactive attitude and curiosity to learn. • Ability to work independently while asking when unsure • Ability to organise documents and follow procedures. • Communication skills in English, Spanish and Catalan. • Responsible and detail-oriented working style. •
Full / part time	Full time (40h /week)
Remote / On-site	On-site
What we offer	<ul style="list-style-type: none"> • An Inspiring Mission: Contribute to a new, innovative institute driving groundbreaking discoveries and being part of a team committed to advancing biomedical research with a focus on immunology's transformative potential. • A Supportive Culture: Work in an inclusive environment that fosters collaboration, creativity, and innovation. • Professional Development: Permanent position with a competitive salary along with a benefits package, and opportunities to grow your career through mentoring, networking, and specialized training. • Positive working environment: Experience a supportive and inclusive culture that facilitates work-life balance and promotes collaboration among all employees.
Application deadline	15/01/2026
Required information	<ul style="list-style-type: none"> • A motivation letter detailing your interest in the position and the institute. • A comprehensive CV with your contact information. • Applications must indicate the reference number of the selection process. It should be included in the email subject or the application form.

Selection process	<ul style="list-style-type: none"> • Pre-selection: evaluation of track record and CV. • Interview/s: Short-listed applicants will be interviewed in person or online as many times as necessary. • Offered position: the job offer will be sent to the successful candidate after the interview.
Contact	<p>jobs@caixaresearch.institute</p> <ul style="list-style-type: none"> • Please indicate the reference number of the selection process in the subject line of your email.

Personal Data Protection

The Fundació Institut de Recerca "la Caixa" ("Caixa Research Institute") will process your personal data in order to manage your application or, where appropriate, your participation in a selection process. You can consult additional information about the processing of your personal data, as well as exercise your rights on the "[Personal Data Processing](#)".