

# Position Title:

People Officer



## JOB DESCRIPTION

Job title	People Officer
	<p><b>The CaixaResearch Institute</b> is set to become a leading international research centre in the <b>translational study of immunology and the most prevalent diseases</b>. The centre will conduct its own research focused on studying <b>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</b>.</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 <b>transparency, accountability, scientific excellence, integrity and ethics, equity and inclusion</b>.</p>
Reference	REF2025/0019
Position summary	<p>The position will involve general HR duties, contributing to the definition of processes and the implementation of new management tools. The successful candidate will provide support throughout the employee's entire life cycle, helping to foster a growing research environment. We are looking for someone with a generalist profile in HR, but with strong skills in recruitment, onboarding and supporting new hires.</p>
Key responsibilities and duties	<ul style="list-style-type: none"> <li>• Coordinate the recruitment and onboarding processes, supporting managers in the different stages.</li> <li>• Identify staff training needs and design and implement the annual training plan.</li> <li>• Follow up the payroll process, implement and monitor employee benefits and flexible remuneration.</li> <li>• Ensure compliance with occupational risk prevention and other applicable regulations.</li> <li>• Collaborate in the implementation of technological tools for people management.</li> </ul>

<b>Direct supervisor</b>	Director of Operations
<b>Minimum experience (years)</b>	<ul style="list-style-type: none"> <li>At least 2 years of experience in a similar position. Experience in research ecosystem will be valued.</li> </ul>
<b>Education and field of expertise</b>	<ul style="list-style-type: none"> <li>Degree in Psychology, Labour Relations or similar. Postgraduate or master's degree in HR management is desirable.</li> </ul>
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>Proficiency in Office 365 tools and knowledge of HR management tools (e-learning platforms and management software).</li> <li>Advanced level of English. Catalan and Spanish will also be valued.</li> </ul>
<b>Soft skills</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills and service orientation.</li> <li>People-centred approach.</li> <li>Capacity to work collaboratively.</li> <li>Analytical thinking.</li> <li>Ability to plan, organize and prioritise work.</li> <li>Initiative and ability to work in a multidisciplinary and international team.</li> </ul>
<b>Full / part time</b>	Full time (40h /week)
<b>Remote / On-site</b>	On-site
<b>What we offer</b>	<ul style="list-style-type: none"> <li><b>An Inspiring Mission:</b> 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.</li> <li><b>A Supportive Culture:</b> Work in an inclusive environment that fosters collaboration, creativity, and innovation.</li> <li><b>Professional Development:</b> Five years contract. Salary according to experience along with a benefits package, and opportunities to grow your career through mentoring, networking, and specialized training.</li> <li><b>Positive working environment:</b> Experience a supportive and inclusive culture that facilitates work-life balance and promotes collaboration among all employees.</li> </ul>
<b>Application deadline</b>	20/01/2026
<b>Required information</b>	<ul style="list-style-type: none"> <li>A <b>motivation letter</b> detailing your interest in the position and the institute.</li> </ul>

	<ul style="list-style-type: none"> <li>• A <b>comprehensive CV</b> with your contact information.</li> <li>• Applications must <b>indicate</b> the <b>reference number</b> of the selection process. It should be included in the <b>email subject</b> or the <b>application form</b>.</li> </ul>
<b>Selection process</b>	<ul style="list-style-type: none"> <li>• Pre-selection: evaluation of track record and CV.</li> <li>• Interview/s: Short-listed applicants will be interviewed in person or online as many times as necessary.</li> <li>• Offered position: the job offer will be sent to the successful candidate after the interview.</li> </ul>
<b>Contact</b>	<p><a href="mailto:jobs@caixaresearch.institute">jobs@caixaresearch.institute</a></p> <ul style="list-style-type: none"> <li>• Please indicate the reference number of the selection process in the subject line of your email.</li> </ul>

### 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](#)".