

254_24_MNG_HR_TAO

Job Reference

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Position

HR Talent Acquisition Officer

Data de tancament

Divendres, 16 Agost, 2024

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Job title: HR Talent Acquisition Officer

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 1000 staff from 60 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

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We are particularly interested for this role in the strengths and lived experiences of women and underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

We promote Equity, Diversity and Inclusion, fostering an environment where each and every one of us is appreciated for who we are, regardless of our differences.

If you consider that you do not meet all the requirements, we encourage you to continue applying for the job offer. We value diversity of experiences and skills, and you could bring unique perspectives to our team.

Context And Mission

The Talent unit within BSC's Human Resources team is seeking an experienced and proactive Talent Acquisition Officer to join us. We are seeking an experienced professional to lead the full recruitment cycle for the assigned scientific and IT departments.

Your mission will be to attract, engage, and hire top-tier talent to support BSC's research and innovation endeavors. A key part of your role will be to foster an inclusive recruitment strategy that reflects our commitment to diversity, equity, and inclusion (EDI). You will actively work to eliminate bias in hiring processes, ensure equitable selection procedures, and promote a diverse candidate pool that includes underrepresented groups in science and technology.

You will collaborate closely with department stakeholders, serving as a trusted advisor on all recruitment-related matters. This includes guiding hiring managers on best practices for EDI in recruitment and helping to shape departmental goals that align with our overarching commitment to diversity and inclusion.

Additionally, you will ensure the implementation of recruitment policies and procedures by giving advice to Team Leaders and paying attention to candidates from the first contact until their early days at BSC. Your approach will emphasize not only the skills and qualifications of candidates but also their potential to contribute to a diverse and inclusive workplace culture at BSC.

Key Duties

- Recruitment:
 - Strategic planning with the managers of the vacancies (mainly Scientific and IT Departments): Advise team leaders/coordinators on the recruitment strategy, using internal tools and disseminating the job vacancies.
 - Schedule and conduct HR Interviews and psycho-technical tests.
 - Provide interview and recruitment reports.
 - Closure of the recruitment cycle, doing salary studies and salary negotiations, formal offer letters, and collaborating with the Personnel Administration & Mobility teams.
 - Be an active HR member in recruitment committees.
 - Support in the implementation of the OTM-R package in the recruitment processes.
 - Support in the monthly reporting of this area.
- Manage the Onboarding process: advise new hires moving to Barcelona, present Welcome Meeting sessions, etc.
- Talent Attraction: participate in career and university fairs, networking events, etc.
- HR Projects & Development: Support the design and implementation of HR policies, procedures and HRS4R projects.

Requirements

- Education
 - University Degree: Labour Relations, Work Sciences, Psychology, Business Administration, or a related field.
- Essential Knowledge and Professional Experience

- Minimum of 3 - 4 years of experience in a talent acquisition or recruitment role, preferably in a scientific or technology-driven environment.
 - Proven track record of successfully managing full-cycle recruitment processes, including sourcing, screening, and interviewing candidates.
 - Excellent verbal and written Spanish and English. Other languages will be a plus.
 - Solid skills in Microsoft Office, especially in Excel.
- **Additional Knowledge and Professional Experience**
 - Experience in an international environment, ideally in a research center.
 - Experience recruiting for scientific or IT positions is highly desirable.
 - Familiarity with employer branding and social media recruitment strategies.
- **Competences**
 - Organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
 - High level of integrity, professionalism, and confidentiality in handling sensitive information.
 - Proactivity to identify challenges and implement solutions to address them.
 - Strong communication and interpersonal skills, with the ability to build trust with candidates and stakeholders at all levels.
 - Teamwork skills, capable of working effectively with diverse teams and stakeholders.

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: asap

Applications procedure and process

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references - Applications without this document will not be considered
- A full CV including contact details

Deadline

The vacancy will remain open until a suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow [this link](#)

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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