

Call for Applications for a post of Head of Human Resources in the Resources and Support Unit - Temporary Agent 2(f) (AD8) - with a further view to establish a reserve list

ERA/AD/2016/001

JOB CONTENT

The jobholder will work in the Resources and Support Unit in the Human Resources Sector under the responsibility of the Head of the Resources and Support Unit.

Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

A) At organisation level:

Supporting and assisting the Head of the Resources and Support Unit in the strategic management of the Agency's human resources and providing a high standard of professional HR services by:

- › Leading and directing the HR team to deliver a comprehensive HR service to the ERA's internal and external stakeholders;
- › Establishing a transparent and comprehensive information plan on HR matters for all staff;
- › Identifying, preparing and recommending appropriate and relevant HR practices;
- › In conjunction with the Head of the Resources and Support Unit, ensuring all HR related rules and procedures are in compliance with the applicable EU legislative tools (EU staff regulations, implementing rules, etc.);
- › Liaising and consulting with counterparts in other institutions (Commission, Council, Court of Auditors, Internal Audit Service, OLAF, IDOC, etc.) and/or EU agencies and bodies on all HR-related matters;
- › Building an efficient and productive rapport with members of the ERA Management Team to foster an efficient and productive cooperation;
- › In conjunction with the Heads of Unit and Heads of Sector, developing HR planning strategies which consider immediate and long-term staff requirements;
- › Assisting Heads of Unit and Heads of Sector to implement HR rules and procedures;
- › Building an efficient and productive rapport with the members of the ERA Staff Committee;
- › Liaising with the members of the Health and Safety Committee for HR related matters to contribute to and promote the well-being at work;
- › Maintaining professional and technical knowledge by participating in HR related workshops, participating in HR (EU) working groups and establishing and maintaining personal networks;
- › Measuring employee engagement and satisfaction and identifying areas which require improvement and/or remediation;
- › Promoting equality, diversity and respectful behaviour as part of the culture of the Agency;
- › Dealing in a discrete and confidential manner with complex and highly sensitive (HR) issues;
- › Ensuring quality, accuracy and integrity of personnel data, analysis and reporting;
- › Representing the ERA HR Sector in internal and external meetings, symposia, conferences;
- › Embracing constructive responses and behaviours in conflict scenarios;

- › In the area of engagement and retention: managing succession planning; taking overall responsibility for engagement activities; ensuring the implementation of efficient engagement procedures in relation to the strategic implementation of the establishment plan;
- › In the area of performance management: providing guidance on performance management issues and processes; identifying and updating job, competence and competency requirements and related job or role descriptions for all positions in ERA;
- › In the area of learning and development: monitoring the implementation of the ERA training and development agenda; identifying areas that need attention and proposing improvement; providing guidance on development for all staff; analysing training needs in conjunction with the Heads of Unit and Heads of Sector; planning, monitoring and delivering training and info sessions (including induction sessions for new staff);
- › Carrying out any other duties requested by the Head of Resources and Support Unit in the interests of the Unit and the service.

B) At Human Resources Sector level:

Organising and leading the HR practices and objectives to provide a staff-oriented high performance culture which emphasizes empowerment, quality, productivity and a high standard of service mindedness by:

- › Organising and overseeing the work of the HR Sector thereby ensuring effective distribution of tasks and responsibilities amongst its staff;
- › Planning and managing the Sector's human, financial and material resources and ensuring that these are properly used;
- › Monitoring and implementing ERA's integrated management standards in the work of the Sector;
- › Monitoring and evaluating the fulfilment of the Sector's objectives and the Sector's staff performance;
- › Fostering a professional approach to HR management with the ability to motivate and to recognise the professional commitment of the individual staff member;
- › Contributing to the HR team effort by accomplishing results, adding value as both an individual contributor and as an active team member of the HR sector.

PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

To be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

ELIGIBILITY CRITERIA

- › Have a level of education which corresponds to completed university studies attested by a diploma¹ when the normal period of university education is 4 years or more, followed by at least 9 years of professional experience,
or
- › Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least 3 years, followed by at least 10 years of professional experience,
or
- › Have where justified in the interests of the service, professional training of an equivalent level.

¹ Only studies titles that have been awarded in the EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration

Important:

The university studies must preferably be in the field of Human Resources management, Economy, Psychology, Business Administration, Law or in a similar discipline;

- › Have a thorough knowledge of an official language² of the European Union and a satisfactory knowledge of another official language³ of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be a national of a Member State of the European Union or the states that are parties to the EEA Agreement (Iceland, Liechtenstein and Norway);
- › Enjoy full rights as a citizen⁴;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service⁵;
- › Meet the character requirements for the duties involved;
- › Be physically fit to perform the duties linked to the post⁶.

All eligible applications will be assessed and scored against the requirements listed below. Please note that non-compliance with at least one of the essential criteria will result in the exclusion of the candidate from the selection. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

SELECTION CRITERIA

The following criteria shall be checked against the application documents provided by the applicant:

A) *Essential*

- › At least 9 years of HR experience, 5 of which in a team leader or managing position;
- › Good knowledge and relevant work experience in the areas of HR described in the job content;
- › Excellent decision-making skills and strategic thinking;
- › Excellent planning and organisational skills;
- › Excellent analytical skills and analytical approach to finding solutions;
- › Thorough knowledge of English (which is the internal working language of the Agency);
- › Excellent ability to communicate at all levels in a multi-cultural environment and ability to interact and explain concepts and plans clearly to the Agency's internal and external stakeholders;
- › Excellent negotiating skills;
- › Excellent interpersonal skills with emphasis on the ability to deploy empathic skills;
- › Strong influencing and motivating skills;
- › Possessing a good set of HR ethics and principles;

² Your mother tongue or another official EU language of which you have a thorough knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

³ Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR)

⁴ Prior to engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record

⁵ If applicable

⁶ Prior to engagement, the successful candidate shall be examined in a medical centre indicated by ERA in order to confirm that the requirements of Article 28 (e) of the Staff Regulation of Officials and CEOS of EU are met

- › Motivated and dynamic personality with strong aptitude for team work;
- › Very good knowledge of MS Office applications, particularly MS Word and MS Excel.

B) Advantageous

- › Academic and training background in the field of Human Resources management or similar;
- › Professional experience in an EU or other international public administration;
- › Professional experience of Human Resources management within an EU agency or institutions;
- › Profound knowledge of the European Union human resources legislation (Staff Regulations and CEOS and its accompanying implementing rules);
- › Experience with quality and change management;
- › Knowledge of French.

Depending on the number of applications received, the Selection Committee may apply stricter requirements within the aforementioned selection criteria.

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<i>Date of publication:</i> 04/04/2016	<i>Deadline for applications:</i> 29/04/2016 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Temporary Agent 2(f) <i>Function group and grade:</i> AD8	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed for a definite period of no more than 4 years. If renewed for a second time, the contract becomes indefinite	<i>Monthly basic salary:</i> 6.502,76 EUR at step 1 with a weighting factor of 14,6 % (from 01/07/2015) plus specific allowances where applicable
<i>Unit:</i> see below	
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	<i>Reserve list valid until:</i> 31/12/2017 (the validity of the reserve list may be extended)

THE AGENCY

The European Railway Agency (ERA) provides the technical and legal framework for creating a **Single EU Railway Area** as mandated under European Union law. Our mission is **to make the railway system work better for society**, and we do this by creating a **harmonised Safety Framework, removing technical barriers**, advancing the **single European Train Control Communication System (ERTMS)**, and **promoting simplified access for customers** for the European rail sector. ERA is based in Valenciennes (headquarters) and Lille (meeting center), France, and currently employs 160 staff.

A new founding act with increased responsibilities for the Agency is expected to be adopted in the coming months.

For more information on the Agency, please consult our website: <http://www.era.europa.eu>

THE RESOURCES AND SUPPORT UNIT

The Resources and Support Unit provides the overall management of the Agency's resources and horizontal support to the ERA activities.

The Unit is organised in three Sectors which report directly to the Head of Resources and Support Unit:

- › Human Resources,
- › Finance and Procurement and,
- › IT Facilities Management.

This Unit has currently approximately 40 staff members.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the following documents:

- › A detailed curriculum vitae (EU CV Format only). Please consult the link below:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
- › A motivation letter of no more than 2 pages, explaining why the candidate is interested in the post and what her/his added value would be to the Agency, if selected;
- › The eligibility grid (see annex).

Failure to comply with the above instructions will result in the exclusion from the selection procedure.

The working language of the Agency being English, candidates are encouraged to apply in English to facilitate the selection process.

Applications must be sent by email to mailbox jobs@era.europa.eu until **29/04/2016** at 23.59 CET (Valenciennes local time) at the latest, **clearly indicating the call for applications reference number in the subject line.**

Please note that applications submitted by fax or postal mail shall not be taken into consideration.

If at any stage in the procedure, it is established that the information provided by a candidate is incorrect, the candidate in question may be disqualified.

It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

A reserve list will be established, valid until **31/12/2017**. The validity of the reserve list may be extended if the AACC so decides. The reserve list may be used for the engagement for other posts carrying the same profile as the one described above.

Please note that due to the large numbers of applications we might receive by the submission deadline, the system may encounter problems processing large amounts of data. Applicants are therefore advised to send their application well ahead of the deadline.

Important: Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but may be requested at a later stage of the procedure. No documents will be sent back to candidates.

SELECTION PROCEDURE

The selection will be organised as below:

1. The Selection Committee checks the validity and eligibility criteria of all applications,
2. The candidates satisfying the eligibility criteria shall be assessed against the selection criteria,
3. The Selection Committee assesses the letters of motivation and the CVs of eligible applicants and establishes a shortlist of candidates best meeting the selection criteria as set out in the call for applications,
4. The invitation shall be based on the highest scores in the pre-selection screening of the selection criteria,
5. The Selection Committee interviews and tests the shortlisted applicants,

6. The written test shall be done in English,
7. The interview shall be done in English. If your mother tongue is English, the second language indicated in the CV shall be tested during the interview,
8. The candidate shall be asked to undergo an additional assessment in a specialized assessment centre. This assessment shall be done in English,
9. Following the results of the interviews and written tests, the Selection Committee proposes a list of suitable candidates⁷ to the AACC. This list shall be in alphabetical order accompanied by the detailed list of scores obtained following the interview and written test (if applicable). Candidates achieving the qualifying marks in the interview and written tests (if applicable) shall be placed on the reserve list (if applicable). Candidates should note that inclusion on the reserve list does not guarantee engagement,
10. Before engaging a temporary agent, the AACC examines whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate shall inform the AACC, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures,
11. The reserve list shall be valid until 31/12/2017. It may be extended via an AACC decision,
12. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates on the reserve list may be required to undergo an interview with the Executive Director.

SUMMARY OF CONDITIONS OF EMPLOYMENT

1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;
2. Annual leave entitlement of two days per calendar month plus additional days for age and grade, plus 2 ½ days for expatriate staff and in addition on average 16 ERA holidays per year;
3. General and applicable technical training plus professional development opportunities;
4. EU Pension Scheme (after 10 years of service);
5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;

Depending on the individual's personal situation and the place of origin, staff members may be in addition entitled to:

6. Expatriation or foreign residence allowance;
7. Household allowance;
8. Dependent child allowance;
9. Education allowance;
10. Installation allowance and reimbursement of removal costs;
11. Initial temporary daily subsistence allowance;
12. Other benefits (reimbursement of travel expenses on taking up duty, etc.)

For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110):

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

⁷ Only those candidates considered who have obtained an overall score of at least 50%

COMMITMENTS

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

Appeal procedure:

A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. To this end, a request for review may be submitted, within 20 calendar days of the email informing him/her of the rejection of his/her application. The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds for requesting the review. This request should be addressed to the Agency's dedicated mailbox (jobs@era.europa.eu).

The candidate shall be informed, within 15 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.

APPEAL AND COMPLAINT PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge an administrative complaint under Article 90 (2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:

Executive Director
European Railway Agency
120, rue Marc Lefrancq
FR - 59300 Valenciennes

The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities before:

The European Union Civil Service Tribunal
Postal Address
L-2925 Luxembourg
<http://curia.europa.eu/>

Please note that the AACC does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1, Avenue du Président Robert Schuman – CS 30403
FR – 67001 Strasbourg Cedex
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union

DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and engagement at the Agency.

The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

See link:

<http://www.era.europa.eu/The-Agency/Jobs/Pages/HR-Privacy-Statement.aspx>