

Making the railway system
work better for society.

Inter-Agency Mobility: Call for Applications for posts of Project Officers in the Safety Unit

- Temporary Agent 2(f) (AD6-AD7)

IAM/ERA/AD/2016/003-OPE

<i>Date of publication:</i> 07/09/2016	<i>Deadline for applications:</i> 05/10/2016 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the selected staff member's employment and career in the category of Temporary Agent 2(f)	<i>Unit:</i> see below
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

THE AGENCY

The European Union Agency for Railways (hereafter "the Agency") has been established by Regulation (EU) 2016/796 of the European Parliament and of the Council of 11 May 2016. Our mission is to make the railway system work better for society, and we do this by contributing to creating a Single European Railway Area without frontiers guaranteeing a high level of safety, by developing a common approach to safety on the European Train Control Communication System (ERTMS), and by promoting simplified access for customers for the European rail sector. In addition, the Agency will become, from 2019 onwards, the European Authority to issue single EU-wide safety certificates to railway undertakings, to issue vehicle authorisations for operation in more than one country and to grant pre-approval for ERTMS infrastructure. The Agency is based in Valenciennes (headquarters) and Lille (meeting center), France, and currently employs 160 staff.

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

THE SAFETY UNIT

Working within the legislative framework set out in the Railway Safety Directive and the Agency Regulation, the Agency has established a dynamic safety team, committed to supporting the achievement of ambitious safety objectives, including making the European railway system the world leader for safety. The new Railway Safety Directive clearly tasks the Agency with ensuring that safety is improved across Europe and the Agency is recruiting to meet that new challenge. The contribution of Human Performance is central to Safety and the Agency is looking for experienced individuals to join the Unit team to strengthen

our performance in this area and support new work streams such as the development of a positive safety culture across Europe.

JOB CONTENT

The jobholder will work in the Safety Unit under the responsibility of one of the Heads of Sector. Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

- › To lead work in the development of safety related issues, including human factors and safety culture; and contribute relevant expertise to projects relating to occurrence reporting, maturity models, risk assessment;
- › To participate in further developments of auditing or monitoring concepts;
- › To assist in the promotion and monitoring of the safety management systems;
- › To participate in further developments and in the promotion and monitoring of the principles of conformity assessment and supervision of safety management systems;
- › To participate in harmonization and monitoring of accident investigation activities, classifications of accident and incident causes and other reporting activities;
- › To provide support in the organization and management of the stakeholder networks established by the Safety risk modelling;
- › To participate in the evaluation of railway safety performance in the different Member States;
- › To assist in the preparation of technical opinions to the European Commission concerning safety related aspects, including checking transposition and implementation of European legislation;
- › To support the Safety Unit's stakeholder management as well as internal and external communication.

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

- › Be a Temporary Agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their current agency in a grade and function group corresponding to the published function group and grade bracket;
- › Have a least 2 years' service within his/her current agency before moving;
- › Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group;

- › 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 3 years of professional experience;

OR

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

- › Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 3 years, followed by at least 4 years of professional experience;

The university studies must be in the field of Human factors, Ergonomic, Work, Organizational or occupational psychology or in a similar discipline.

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

In order for the Selection Committee to check and assess your competencies and skills as accurately as possible, you are requested to submit concrete examples in your letter of motivation and/or EU CV of how you applied the essential and advantageous selection criteria in past professional experiences.

A) Essential

- › Relevant work experience and expertise in the field of human performance and safety culture;
- › Ability to work closely with technical experts and railway staff;
- › Very good written and spoken communications skills

B) Advantageous

- › Experience of the integration of human factors in safety management systems, particularly risk assessment, design and change management, monitoring processes and other processes relating to human performance;
- › Experience of providing human factors support to technical and/or skills and competence development training projects, including the development of reporting systems and incident/accident investigation;
- › Experience of contributing to the development of organizational and safety culture, including safety climate assessment and working with staff to facilitate positive safety culture development within an organization;
- › Membership (chartered or practitioner grade) of a national or international professional body in the field of human factors, ergonomics or psychology;
- › Knowledge and experience in railway operational and/or maintenance issues;
- › Knowledge in certification and supervision/surveillance of management system processes

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 **05/10/2016** 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 by post 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.

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.

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 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. Following the results of the interviews and written tests, the Selection Committee proposes a list of suitable candidates² 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),

² Only those candidates considered who have obtained an overall score of at least 50%

9. 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,
10. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a post, candidates may be required to undergo an interview with the Executive Director.

CONTRACTUAL CONDITIONS

1. The Agency and the selected Temporary Agent 2(f) shall conclude a contract of employment which ensures continuation of his/her employment and career in the category of temporary agent 2(f). That contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:
 - The same grade and the same seniority in the grade as the preceding contract;
 - The same step and the same seniority in the step as the preceding contract.
2. The end dates of the contract concluded with the Agency and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the Agency for an indefinite period; In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded shall be the same as that the Agency would have set in case of a renewal of one of its own Temporary Agent 2(f).
A contract of employment concluded following interagency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal;
3. The Temporary Agent 2(f) shall not serve a probationary period in the Agency, without prejudice to Article 9(2) (b) of ERA AB Decision 121 on the use and engagement of Temporary Agents 2(f);
4. The selected Temporary Agent 2(f) shall take up duty in the Agency in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned.
A contract of employment concluded following interagency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal;
5. The agency of origin shall transfer the personnel file to the Agency no later than 30 days after the date of the move;
6. **The rights and entitlements inherent to the country of employment (i.e. France) will be adapted accordingly.**

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.

	<p>This request should be addressed to the Agency's dedicated mailbox (jobs@era.europa.eu).</p> <p>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.</p>
--	---

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 Union Agency for Railways
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>