

Making the railway system
work better for society.

Mobility between Union Agencies (IAM): Call for Applications for a post of Administrator (HR Officer) in the Resources and Support Unit

Temporary Agent 2(f) (AD6-AD7) - IAM/ERA/AD/2019/002

<i>Date of publication:</i> 08/04/2019	<i>Deadline for applications:</i> 07/05/2019 (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> Resources and Support Unit <i>Team:</i> Human Resources (HR) <i>Title of the post:</i> HR Officer
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu	

THE AGENCY

The European Union Agency for Railways is an agency of the European Commission established by the Regulation (EU) 2016/796. Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of safety.

The Agency's main objective is to make the railway system work better for society.

We are committed to achieve this by:

- › Providing certifications, authorisations and pre-approval services to the railway sector*;
- › Providing technical support to the European Commission;
- › Monitoring National Safety Authorities (NSAs) and Notified Bodies*;
- › Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- › Developing a common approach to safety on the European Rail Traffic Management System (ERTMS); and
- › Promoting simplified access for customers for the European rail sector.

More details on our activities are available in our Single Programming Document.

The Headquarter of the Agency is in Valenciennes, with some event facilities in Lille dedicated to specific events. Currently the Agency employs 160 staff. Here you can find our mission, vision and values.

For more information, please read about us on era.europa.eu.

*Starting from June 2019

THE RESOURCES AND SUPPORT UNIT

The Resources and Support Unit (RSU) provides the Agency with services aiming to support its daily functioning for aspects related to:

- › Finance and procurement;
- › Human Resources;
- › Information Technology; and
- › Facilities Management.

In particular, the RSU ensures sound and transparent financial management and procurement procedures. It develops and implement human resource policy and deploys recruitment, training and career management processes.

It also provides support and expertise on financial files, public procurement and contracts, in accordance with the EU Financial regulation.

Last but not least, the RSU team manage the Agency premises, taking care of the maintenance, cleaning and security services. It also coordinates and operates the IT infrastructure, which delivers and maintain information and communication technology solutions to boost the effectiveness and efficiency of the Agency.

I - JOB CONTENT

The jobholder will work in the Resources and Support Unit, under the responsibility of the Head of Unit/Administrator leading the HR Team.

With major focus on soft HR (i.e. HR activities under the denominator 'Competency Management' with tasks related to performance management, training and (career) development, job profiling).

The jobholder will also be responsible for providing responsive and pro-active support and advice to line managers and staff ensuring professional compliance with rules, policies and procedures contributing to a performance driven culture.

The HR Officer will support the HR team as follows:

Main tasks and responsibilities:

- › To manage and continuously develop the Agency's competency framework;
- › To implement and manage effective staff performance processes, ensuring their integration with other HR areas leading to the development of a high performance culture;
- › To establish and conduct a welcome/integration/mentorship program for newcomers and staff transferred to new functions;
- › To establish and conduct a training and development program/plan aligning the agency's performance management with the Agency's Learning & Development strategy;
- › To develop the relevant IMS related documents and ensure they are monitored and consistently/timely applied across the organisation;
- › To draft and present comprehensive reports on own areas of expertise;
- › To support HR administration in own areas of expertise.

II - ELIGIBILITY CRITERIA

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

- › Be a temporary agent 2(f) who, on the closing date for the submission of applications and on the day of filling the vacant post, are employed within their current Agency in the function group and grade corresponding to the published function group and grade bracket;
- › Have at least 2 years' service within his/her agency before moving;
- › Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group;
- › Have a university degree in the field of Human Resources Management. Failing that, a post-graduate degree in the field of Human Resources Management will be accepted;

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed and scored against **selection criteria**. Candidates do not need to satisfy all selection criteria: candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.

Selection criteria used to assess the candidates applications:

- › Demonstrable experience of at least 2 years in competency management;
- › Demonstrable experience of at least 2 years in Learning and Development management;
- › Oral and written communication skills in the English language (at least B2 level);
- › Demonstrable experience using e-HR tools (e.g. e-HR databases, e-appraisal, etc.);
- › Demonstrable awareness of data protection rules / principles.

The educational/academic qualifications and the professional experiences must be described as precisely as possible in the ERA application form.

The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited for an interview and a written test.

IV - INTERVIEW, WRITTEN TEST AND ADDITIONAL TESTS (if applicable)

Candidates selected for the test phase including a structured interview and a written test will be assessed and scored on the basis of the following criteria:

1. Interview:

- › Professional knowledge and motivation;
Hard skills:
- › Understanding competency management policies and procedures and ability to translate them into good HR practice;
- › Delivery of a Learning and Development strategy which includes the development of the associated processes and procedures;
- › Ability to communicate in English (at least B2 level).

Soft skills:

- › Ability to foster commitment and team spirit;

- › Strong ability to maintain a high level of professionalism, confidentiality and discretion;
- › Strong communication skills;
- › Ability to welcome new ideas and to actively contribute to change initiatives in own area of work.

2. *Written test:*

- › Knowledge and competencies related to the job content;
- › Ability to communicate in written English (at least B2 level).

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit the ERA application form duly completed on the closing date for the submission of applications.

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

The vehicular 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 **07/05/2019** 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 by delegation (hereinafter AACC) or his delegate reserves the right to disqualify any candidate who disregards this instruction.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC or his delegate sets up a Selection Committee consisting of at least: a Head of Unit (HoU) and/or the Administrator leading the Sector, a member representing Human Resources (HR), a member representing the Staff Committee (SC);
2. The Selection Committee will check the submitted applications against the specific conditions described in the 'Eligibility criteria' section in the Call for Applications;
3. Applications satisfying these conditions will then be assessed and scored against the selection criteria described in the 'Selection criteria' section in the Call for Applications;
4. The Selection Committee will assess each application according to the educational/academical qualifications and the professional experiences of the candidate with respect to the profile described in the 'Job Content' section in the Call for Applications;

5. The Selection Committee shall invite the first **8** highest scoring candidates scoring no less than a minimum of 60% of the total points awarded for the selection criteria. All candidates having a score equal to the **8** highest scoring candidate shall be invited.
6. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test;
7. All interviews and the written test/additional tests shall be done in English;
8. The scores for the interviews and the written test are established as follows:
 - › Total score for the interview: **60 points** Minimum score to pass: **36 points**
 - › Total score for the written test: **40 points** Minimum score to pass: **24 points**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;
9. Following the results of the interviews and the written test, the Selection Committee proposes a list of suitable candidates to the AACC. The first **4** candidates achieving the qualifying pass marks defined in point 8 will be placed on the list of suitable candidates. All candidates having a score equal to the **4** highest scoring candidate will be included in this list. The list of suitable candidates will be in order of merit. Candidates should note that inclusion on this 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 or his delegate, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;
11. The Agency applies very strict rules on conflict of interest. Given the special and specific nature of the work undertaken by ERA, specific rules on conflict of interests applicable to staff members have been adopted by the Management Board. For more information please refer to [Decision no169](#) of the Management Board Adopting the Framework for Good Administrative Behaviour and its [Annex](#);
12. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a contract of employment, successful candidates for a post of Head of Unit shall be required to undergo an interview with the Executive Director;
13. Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this engagement. The AACC reserves the right to disqualify any candidate who disregards this instruction.

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;
 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;
 5. The agency of origin shall transfer the personnel file to our 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.**

<i>COMMITMENTS</i>	
<p>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.</p>	<p>Appeal procedure: Candidates who participated in a selection procedure may request feedback on their performance of the written test, additional tests and interviews. A candidate who considers that the procedure was implemented incorrectly and/or a mistake has been made at any stage of the assessment procedure may request a review of his/her application, and may lodge a complaint or an appeal. 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.</p>

APPEAL AND COMPLAINT PROCEDURES	
<p>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: The Chairman of the Management Board European Union Agency for Railways 120, rue Marc Lefrancq FR - 59300 Valenciennes</p> <p>The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.</p> <p>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 General Court of the European Union Postal Address L-2925 Luxembourg http://curia.europa.eu/</p> <p>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.</p>	<p>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:</p> <p>European Ombudsman 1, Avenue du Président Robert Schuman – CS 30403 FR – 67001 Strasbourg Cedex http://www.ombudsman.europa.eu</p> <p>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 General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union</p>

DATA PROTECTION	
<p>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.</p> <p>The personal information we request from you will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA reference.</p>	<p>For more information, please consult: Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</p>