

## VACANCY NOTICE V/AD/HRS/4/2021

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

### **TEAM LEADER TALENT, CAREER & STAFF SERVICES in the Human Resources Service (Temporary Agent, type 2b, AD 6<sup>1</sup>)**

#### Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



#### Our Service



The **Human Resources Service** (HRS) provides a broad range of services to the EUI management as well as its academic and support staff. It advises the President, the Secretary General and EUI Managers in the field of human resources. It assists the workforce of approx. 560 employees (comprising 295 academic and teaching staff and 265 support staff and trainees), as well as 105 retirees with their contractual rights and obligations, while also managing their employment contracts.

The team is composed of 14 dedicated and enthusiastic HR professionals. They ensure the efficient, qualitative and timely management of the full spectrum of HR activities such as selection, recruitment, learning and development for both academic and administrative staff.

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<sup>1</sup> cf. Annex II

Moreover, the HR Service is developing and implementing new processes such as talent management, workforce planning and communication through social platforms.

## **Your Key Responsibilities**

The EUI is looking for an experienced HR professional to assist the HR Director in the development and implementation of human resources strategies and policies. In addition, the selected candidate will lead and supervise with a high level of autonomy a team of 7 HR officers in the recruitment and selection, learning & development and pensions areas.

Reporting directly to the HR Director, the team leader will play a key role in enhancing the skills and professional development of administrative staff across the Institute.

### ***Policy/ Strategy development***

- Contributing to the development of the vision, mission, strategy and objectives for the HRS in line with the EUI strategy;
- Providing expert advice on the development of HR policies and processes to the HR Director as well as developing and implementing them;
- Supporting the development of a diversity and inclusion policy;
- Leading or participating in statutory committees and ad-hoc working groups such as the career working group, reward and bonus working group, appraisals and promotion or any new HR initiatives.

### ***Managing people/Role in HR processes***

- Being responsible for day-to-day operational team management: monitoring, coordinating activities and inspiring the team to perform at its best;
- Empowering team members to improve their technical and communication skills and confidence by providing feedback and training (both on the job and in formal training sessions);
- Contributing to assessment, development and selection of staff under his/her responsibility;
- Acting as chairperson in selection procedures for EUI administrative staff.



### ***Role in administrative processes***

- Ensuring an effective and efficient management of benefits and entitlements of administrative staff;
- Leading the selection, learning & development and pensions teams, supervising procedures and processes and proposing improvements;
- Acting as HR Service's delegated data controller.

### ***Representation/communication***

- Representing the EUI externally and the HRS internally, liaising with external and internal stakeholders such as European Institutions and agencies;
- Promoting internal HR-related communication;

- Developing and maintaining good working relations with the staff representatives and Employees Unions.

### ***Financial, procurement and budget responsibilities***

- Managing and monitoring the administrative staff establishment plan;
- Participating in evaluation committees for tender procedures;
- Monitoring budgets of the HR Service.

## **Your Key Competencies**

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the Service and the role include the following:

- Team Management
- Strategic thinking
- Confidentiality
- Communication

## **What We Offer**

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills trainings opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



## How To Apply

Applications must be submitted electronically using the [online application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: ~~6<sup>th</sup> September~~ 20<sup>th</sup> September 2021 at 24:00 CEST**

**Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.**

## **ELIGIBILITY CRITERIA**

**On the closing date for online applications, you must fulfil all the following general and specific conditions:**

### **1. General conditions**

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

### **2. Specific conditions**

#### **2.1 Education (Qualifications)**

A level of education, which corresponds to completed university studies of at least three years attested by a diploma.

#### **2.2. Knowledge of Languages<sup>2</sup>**

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

#### **2.3. Professional experience**

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least 3 years of proven administrative experience gained after obtaining the diploma required under 2.1.

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<sup>2</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## **SELECTION CRITERIA**

### ***Essential***

- University degree in a field relevant to this post (i.e. human resources management, public or business administration, sociology, psychology or related area) or an equivalent level of professional qualification in a relevant field;
- At least 5 years of work experience in the area of Human Resources, specifically in the following areas: HR policy development; talent and career management including selection; personnel administration;
- At least 2 years of professional experience in the implementation of new policies and projects such as a diversity and inclusion policy;
- At least two years of experience in team management;
- Excellent communication and presentation skills, both oral and written, in English (CEFR level: C1 or above).

### ***Advantageous***

- Work experience in an international environment;
- Work experience in a higher education and research environment;
- Knowledge of the Staff Regulations and implementing rules applicable to EU Institutions and Agencies, and experience in the implementation thereof.