

## VACANCY NOTICE V/AD/HRS/2/2022

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 MANAGEMENT in the Human Resources Service (HRS) (Temporary Agent, type 2b, AD 6<sup>1</sup>)**

The European University Institute (EUI) seeks a dynamic and highly motivated professional with strong leadership skills to serve as *Team Leader in the Talent Management Sector* of the Human Resources Service (HRS).

The Team Leader will lead Talent Management initiatives, in the areas of Learning and Development (L&D), Workforce Planning, Career Development and Performance Management, to develop, engage, retain and train internal talent.

## 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 Unit



The **Human Resources Service (HRS)** provides a broad range of services to the EUI management and 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. 640 employees (comprising over 300 academic and teaching staff, approx. 270 support staff and over 40 trainees), as well as approx. 110

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

retirees with their contractual rights and obligations, while also managing their employment contracts.

The team is composed of 20 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.

## Your Key Responsibilities

The EUI is looking for an experienced HR professional to support 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 small team of HR officers in the Talent Management Sector: Learning and Development (L&D), Workforce Planning, Career Development and Performance Management.

Reporting to the HR Director, the Team Leader will define which competencies and skills are of importance to the success of the EUI, and manage the development of staff to acquire and deploy talent across the Institute.

### *Level of expertise*

- Acting as a subject matter expert in the area of talent management including career development, performance management and workforce planning tools and methodologies.

### *Policy/ Strategy development*

- Contributing to the implementation of the HR vision, mission, strategy and multi-annual objectives in line with the EUI strategy;
- Providing expert advice on the development of HR policies and processes in general and in the area of Talent Management in particular, as well as developing and implementing them;
- Reviewing career and development policies: designing, proposing and developing career tools;
- Leading or participating in committees and ad-hoc working groups such as the Career Working Group (CWG) or any new HR initiatives.

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

- Coaching and facilitating teams through the effective use of tools, team building activities, development activities and supporting managers in creating an engaged environment;
- Being responsible for the day-to-day management of the Talent Management team: leading, empowering, monitoring, coordinating activities and inspiring the team to perform at its best;
- Contributing to the assessment, development and selection of staff under their responsibility;
- Acting as chairperson in selection procedures for EUI administrative staff.



### *Role in administrative processes*

- Leading the Talent Management Sector: supervising HR projects, procedures and processes and proposing improvements;
- Acting as delegated data controller in the HRS.

### *Representation/communication*

- Representing the EUI externally and the HRS internally, liaising with external and internal stakeholders incl. other Higher Education institutions, European Institutions and EU Agencies;
- Ensuring effective internal and external communication related to talent management, in line with the HR Strategy;
- Developing and maintaining good working relations with the staff representatives and Employees Unions.

### *Financial, procurement and budget responsibilities*

- Participating in evaluation committees for tender procedures;
- Planning and monitoring the HRS training budget.

## 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 HRS:

- Knowledge of Staff Regulations
- Confidentiality
- Stakeholder Orientation
- Working with others

Competencies specific to the **role**:

**Team Management:** The Talent Management Team Leader must encourage team synergy, create a sense of unity and purpose among team members, and contribute to creating a harmonised team spirit and safe working environment.

**Strategic Thinking:** The Talent Management Team Leader must be able to communicate effectively and contribute to the vision, mission and strategy of the HRS in line with the EUI's. Demonstrating an understanding of the strategy of both the Service and the EUI will be critical for applying talent management processes and tools to support strategic organisational objectives. Ability to embed diversity and inclusion strategy in talent processes and programmes.

**Interpersonal and Communication Skills:** The Talent Management Team Leader must possess excellent skills and abilities in communication, diplomacy, tact and political sensitivity, in building and showing trust and in handling conflict.

The competencies mentioned above may be assessed at the written test and/or interview stage.

## 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 training 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.



Read more on [Work and Life of EUI Support Staff](#).

## How To Apply

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

### **CLOSING DATE FOR APPLICATIONS:**

**Thursday ~~15 September~~ 22 September 2022 at 23:59 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 their 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<sup>2</sup>.

#### 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>3</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<sup>4</sup>

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

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<sup>2</sup> As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants

<sup>3</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

<sup>4</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once

## **SELECTION CRITERIA**

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

### ***Essential***

- University degree in a field relevant to the post (i.e. human resources management, public or business administration, sociology, psychology or related areas) or an equivalent level of professional qualification in a relevant field;
- At least 5 years of work experience in the area of Human Resources in one or more of the following talent management areas: workforce planning, performance management, learning and career development;
- At least 4 years of experience in team management;
- Excellent oral and written communication and presentation skills in English (CEFR level: C1 or above).

### ***Advantageous***

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

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "Your key competencies" section on page 3.