



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD9-AD14/2/23

Head of Unit

Directorate	Directorate for Human resources and Finance
Unit	Unit E.3 – Working conditions and talent management
Vacancy	AD9-AD14
Type of post	HEAD OF UNIT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	18/01/2023
Deadline:	01/02/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

Are you interested in managing human resources? Do you have extensive and profound knowledge of the Staff Regulations? Are you able to anticipate, implement and drive change? Do you have the capacity to multitask and oversee a wide range of administrative, strategic and financial activities? Are you able to motivate, lead and develop a Unit of 21 staff?

In the context of increasingly challenging budgetary constraints and the political and administrative priorities of the institution, the Directorate for Human Resources and Finance of the European Committee of the Regions (CoR) is looking for a new Head of Unit in charge of the larger of two HR Units, responsible for working conditions and talent management.

The Head of Unit reports to the Director and is responsible for planning, coordinating and supervising the work of Unit E.3, including the human resources (management of 21 persons) and financial (role of authorising officer by sub-delegation for several budget headings) aspects. Together with the Heads of Sector, the Head of Unit has to ensure compliance with the rules and procedures applying in the Unit's area of responsibility, ensure the relations and communication with staff and with client services for any questions relating to the Unit's spheres of responsibility. Everyday tasks also include representing the CoR in various internal and interinstitutional bodies, task forces and working groups (inter-institutional working groups, Preparatory committee on questions regarding the Staff Regulations – CPQS, Staff Regulations committee, etc.).

Who are we? What are the challenges for us ahead?

Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the CoR. It provides CoR members and the institution's General Secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. The Directorate for Human Resources and Finance comprises five specialised Units:

- E.I – Strategic use of resources, smart house
- E.1 – Annual budget and finance
- E.2 - Recruitment and career
- E.3 - Working conditions and talent management
- E.4 – Financial management

Unit E.3 is composed of 21 staff members divided into 3 business areas (Working conditions, Health and Wellbeing, Rights and Obligations and Learning and Development) each led by a Head of Sector or the Deputy Head of Unit. In addition, the Unit is responsible for promoting Diversity & Inclusion matters, running the Traineeships office as well as coordinating the social dialogue with the staff representatives (Staff Committee and Unions).

It falls within the Unit's area of responsibility to develop and continuously keep updated the CoR's policy on a series of HR matters, including *inter alia* those related to statutory rights and obligations, Learning & Development, talent management, staff development, working conditions, health and well-being.

The activities of the Unit are guided by a human resources policy, which serve the institution's strategic interests and priorities to provide an attractive, well-functioning and flexible working environment and offer top quality HR service to staff and managers.

Over the last few years, Unit E.3 has played an essential part in the institution's successful handling of the Covid pandemic crisis by quickly transforming all training into digital format, adapting working conditions suitable to telework, providing the staff and managers of the institution with Covid vaccine and offering social and mental wellbeing and medical support to those isolated and in need during the confinement period and after.

Finally, Unit E.3 also plays an important role in implementing the Secretary's General "Going for impact!" plan, which aims at boosting the CoR's impact, outreach and performance by turning it into a smart and modern administration. In the context of the talent management strategy, Unit E.3 is responsible for coordinating an in-house research project allowing for individual professional development for staff and trainees, implementing a new reinforced proactive mobility policy for AD staff having performed their duties for at least seven years and coordinating the interinstitutional job shadowing initiative. Unit E.3 also contributes to increasing the CoR's outreach and impact by setting up a network of former staff as well as trainees and coordinating the training on increasing impact.

Are you the talent we are looking for?

- You need to have at least 10 years of relevant professional experience, three of them acquired in a position implying team management.
- You should have a particular aptitude for multitasking and overseeing a wide variety of policy areas and activities.
- You should have extensive knowledge and experience in interpreting, implementing and overseeing the application of the Staff Regulations, relevant GIPs, internal decisions and procedures.
- This post requires a considerable degree of discretion and the successful candidate needs to be able to communicate with ease in to discuss complex and delicate issues.
- The selected candidate should have practical experience in managing change processes.
- The post requires strong organisational, coordination and negotiation skills to manage the work related to the social partners.
- A developed sense of diplomacy and tact is required.
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English and French is required.
- You have a good command of IT applications and tools (such as Outlook, Excel, Word, Business Objects, and SharePoint) as well as the ABAC financial management system.

Are you eligible for this position?

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Candidates applying for this position following Article 29§1 (c) of the Staff regulations must be laureates of an EPSO competitions for Heads of Unit of grades AD9 or AD12.

Each candidate must have at least 10 years of relevant working experience, three of which must have been acquired in a position implying team management.

Two step selection process

A selection panel will assess the applications received by the deadline. The best eligible applicants will be invited to an interview with a panel. Based on the results of this interview, a shortlist of up to 3 candidates will be proposed to the Secretary-General.

The Secretary-General will meet individually all the shortlisted candidates and will decide which one will be proposed to carry out the duties of Head of Unit.

The CoR aims for a high degree of diversity in its management team in terms of gender and geographical balance. In line with its commitment in the area of equal opportunities, in case of equal merit, preference will be given to candidates of the underrepresented gender and to candidates which further diversify the geographical balance of CoR management team.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- Flexible working hours and teleworking opportunities subject to the needs of the service;
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 01/02/2023.

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

(signed)

Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
