



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/9/23

Head of Sector Web

Directorate	Directorate for Communication
Unit	Unit D.3 - Digital communication and IT strategy
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	09/03/2023
Deadline:	14/04/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

- Are you a digital communication specialist and/or an early adopter eager to contribute to the digital transformation and modernization of the EU institutions environment?
- Are you an experienced IT project manager and/or an accomplished marketing strategist?
- Are you good at connecting the dots between external and internal communication, customer data management and analytics?
- Do you love management and are you ready to lead a team of experts through major transformation?
- Do you value working in a stimulating and friendly working environment, with space for initiative and innovation and a growth mindset approach?

If you have answered yes to most of these questions, then you will be interested in joining us as Head of Sector Web at the European Committee of the Regions (CoR).

As Head of Sector Web, your main responsibility will be to define the objectives and planning of the Sector, monitor implementation and deliverables and foster a healthy and motivating work environment under the direct leadership of the Head of Unit.

More concretely, you will:

1. Provide strategic recommendations in the field of digital communication:

- Provide strategic input to internal clients and stakeholders,
- Define the development and strategic use of the CoR website, intranet and CRM tool,
- Continuously improve the services managed by the Sector: management of the publication requests, mailings, newsletter and events websites,
- Manage priorities on a day-to-day basis in a highly dynamic political environment.

2. Manage a team and relationships with stakeholders:

- Define planning and define roles and responsibilities,
- Support team members in the accomplishment of their tasks,
- Communicate with various stakeholders in the Directorate for Communication - press officers, social media, visual content, audio-visual team - to design multi channels communication actions,

- Liaise with the IT services of the CoR and other EU institutions in order to analyse, model, experiment with and manage systems and digital applications,
- Communicate with external contractors for technical aspects regarding the platforms (hosting, development, releases, etc.),
- Monitor and manage the budget of the Sector and the related contracts.

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

"All politics is local" and nowhere is this more true than in the European Union. The CoR brings together elected members from Europe's cities, regions and local authorities. Our mission in the Directorate for Communication is to serve the political communication needs of those politicians in the EU, who are closest to the people. In this context the Directorate is responsible for developing and implementing concepts and strategies to highlight the results of the CoR's legislative and political activities through various communication tools such as media relations, conferences and events, digital communication including web-based communication and social media, and publications.

With roughly 60 staff members and an annual budget of around 2 million EUR, our work is concentrated in four Units:

D.1 - Coordination, planning, impact - Outreach strategy Unit,

D.1 - Press office, relations with media Unit,

D.2 - Events and local dialogues Unit,

D.3 - Digital communication and IT strategy Unit.

Unit D.3 is composed of 28 colleagues in four different teams: social media, web and intranet, visual communication (incl. graphic designers for all type of communication channels) and IT coordination. We offer a convivial, dynamic working environment where a sense of initiative and team spirit are valued. We provide the possibility of flexible working hours and for personal and professional development.

As Head of Sector Web, you will work closely with other team leaders and the Head of Unit to define common actions, to improve internal communication and workflows and strengthen the visibility of the digital communication activities.

You will be part of a very dynamic and friendly team, eager to grow, innovate and have fun while doing so. This position is a great opportunity for a colleague with a strategic vision of the future of the web services in the EU institutions, with a strong experience in project management and a wish to develop and grow as a manager.

Context and upcoming challenges:

In 2022, the Web Sector started a strategic move toward its 'next generation' of services:

- Current website is planned to be migrated from SharePoint 2016 to Drupal 9 during the first semester of 2024;
- Customer relationship management system (Dynamics 365) will be migrated to a new version during the first semester of 2023, offering immense perspective in terms of customer relationship management, mailing strategy and event organisation;
- The recently launched web streaming project offers multiples opportunities of increased service quality and growth;
- Further development of the intranet site and of the analytics provided by the Sector are also in the roadmap of coming years.

Such a dynamic environment offers opportunities to re-think and re-design key aspects of the Sector and lead the team to a next level of expertise. It also requires the skills to manage a team successfully through a period of considerable transformation.

Are you the talent we are looking for?

We are looking for a:

- Digital communication expert, with a broad range of experience in marketing, communication and/or IT project management;
- An experienced project manager, with strong organizational and communication skills, able to lead a team through major transformations;
- An excellent communicator who will communicate about a broad range of topics (digital com, web, development, data protection, accessibility, web streaming, etc.) and maintain good relationships with their team and other internal and inter-institutional stakeholders.
- Candidate who has a thorough knowledge of one official EU language and a satisfactory knowledge of a second language of the EU. For functional reasons, a good knowledge of English or French is required. Knowledge of other official EU languages would be an asset.

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 14/04/2023.

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.
