

## VACANCY NOTICE AD/HRS/1/2020

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

### HR Director

(Temporary Agent, type 2g CEOS, AD9-AD10<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 Unit

The **Human Resources Service** 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 administering their employment contracts.

The team is composed of 12 dedicated and enthusiastic HR professionals. They ensure the efficient, qualitative and timely administration of the full spectrum of HR activities such as selection, recruitment, learning and development for both academic and support staff. Moreover, the HR Service is implementing new projects such as talent management, workforce planning and communication through social platforms.



---

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

## Your Key Responsibilities

The EUI is looking for a dynamic, innovative and experienced leader to take on the responsibility for the development and implementation of human resources strategies and policies in an international environment, being in possession of excellent skills for effective change management.

Reporting directly to the President and the Secretary General, the HR Director will play a key role in enhancing the motivation, skills and professional development of staff across the Institute through appropriate initiatives, policies and procedures. She/he will also work towards a better alignment of the workforce with the Institute's strategy.

The HR Director will be responsible for two sets of Staff Rules, academic and support staff, largely based on the rules of the EU Institutions. She/he will be managing the specific rules, needs, and requirements for academic positions, including approximately 60 full time professors.

### ***Policy/Strategy Making:***

- Responsible for the development of the vision, mission, strategy and objectives for the Human Resources Service in line with the EUI strategy;
- Ensuring an effective management and development of the EUI's Human Resources within the existing resources available and as per the establishment plan of the EUI, through workforce planning, recruitment, mobility, performance management, and career development;
- Providing strategic advice and guidance on HR matters to senior management, and proposing the review and further development of policies and operational procedures;
- Participating in statutory committees and ad-hoc working groups as required.

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

- Ensuring an effective management and correct and timely administration of benefits and entitlements of academic and support staff;
- Ensuring that the Human Resources Service fully conforms with the two sets of EUI Staff Regulations and implementing rules (e.g. in the area of individual rights management);
- Supervising the projects, initiatives and operations of the Service;
- Acting as Data Protection Controller.

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

- Representing the EUI externally and the HRS internally, liaising with external and internal stakeholders;
- Liaising with the EU institutions, as well as higher education and research institutions, on HR-related issues;
- Promoting internal HR-related communication;
- Supporting sustained and effective social interchange, including consulting and dialoguing with the Staff Committee and the Employee Union, and providing assistance to the President and the Secretary-General in negotiations with these bodies;
- Maintaining and developing good working relations with the EUI Contracting States in all areas of HR.

### ***People management:***

- Responsible and accountable for the supervision, the management and leadership, the assessment and the development of the Human Resources Service staff;
- Managing, developing and motivating the HR team to deliver high-level customer services in HR for all parts of the organization;
- Acting as trusted advisor for faculty and staff who are experiencing HR-related challenges.

### ***Level of Expertise:***

- Acting as a subject matter specialist regarding trends and best practices in the HR area.

### **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 unit include the following:

- Team Management
- Strategic thinking
- Networking
- Confidentiality
- Knowledge of processes and procedures

### **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 support staff of approximately 85 different nationalities;
- A genuine culture of equality, diversity and inclusion, and the commitment 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;
- Languages courses and soft skills trainings;
- 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 **AD/HRS/1/2020** [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: 5 FEBRUARY 2021 at 24:00 CET**

**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 attested by a diploma when the normal period of university education is four (4) years or more; *or*
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience under 2.2.

#### 2.2. Professional experience<sup>2</sup>

By the deadline for applications, and in addition to the qualifications required above, candidates must have **at least ten (10)** years of professional experience gained after obtaining the diploma required under 2.1.

#### 2.3 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.

---

<sup>2</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 and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

<sup>3</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, social sciences or related area) or an equivalent level of professional qualification in a relevant field;
- At least 5 years of experience in leading and managing diverse teams, including motivating and developing staff, distributing work and resources, and promoting a service-minded culture;
- At least 5 years of experience in conceptual, analytical and/or change management projects or 5 years of experience in the implementation of new policies and projects, in the HR field;
- Experience in the following areas: HR policy development; talent and career management including selection; personnel administration;
- Strong communication, representation, networking and negotiation skills;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### **Advantageous**

- Work experience in an international environment;
- Work experience in a higher education and research environment;
- Experience of managing relations with unions/staff representatives;
- Knowledge of the Staff Regulations and implementing rules applicable to EU Institutions and Agencies, and experience in the implementation thereof.