

## THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) is seeking to recruit a HEAD of UNIT for its RESOURCE AND SERVICE CENTRE

The EU-OSHA is one of the several decentralized Agencies of the European Union, established in 1994 and based in the vibrant and characteristic city of Bilbao in the Basque Country, northern Spain.

The Agency's distinctive mission is to promote safe, healthy, and productive workplaces across Europe. EU-OSHA does so by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information that supports both policy-making and workplace risk prevention.

Further information on our activities is available at <http://osha.europa.eu>.

The Agency is now looking for a highly motivated and experienced Head of Unit, part of the Management Team, to lead the Resource and Service Centre (RSC), administrative heart of the Agency.

We are recruiting an individual with a **positive, supportive, and constructive attitude**, a talent in leading people, experience in managing financial resources and able to work comfortably with rules and procedures.

### EUOSHA/TA/23/01 – Head of Unit (AD10)<sup>1</sup>

## 1 JOB FRAMEWORK

The Head of Unit, RSC is senior professional responsible for overseeing and directing the business administration of EU-OSHA, which includes human resources, financial and budget management, corporate services, security, health and safety, documentation and archiving.

Continuously promoting the Agency's values and acting ethically and with integrity, the Head of Unit RSC leads a unit with a current headcount of 18 professionals.

S/he fosters continuous improvement by creating, revising, and implementing policies and processes ensuring compliance with the organization's regulatory framework as well as efficiency and effectiveness. S/he leads the interaction with the organisation's various external auditors and follows up on audit recommendations.

Fulfilling a strategic role within the Agency, the Head of RSC contributes to the implementation of the EU-OSHA Strategy 2022-2027, the development of the Programming Document and Annual Work Programmes (AWPs) and of the new EU-OSHA Strategy after 2027. S/he develops the unit's work plan and defines the unit's expected results in line with the Agency's strategic objectives.

## 2 JOB PROFILE

Reporting directly to the Executive Director of the Agency, the Head of Unit RSC is responsible for the following main duties:

### Business Management area

- Contribute to the definition of the Agency's strategic objectives;

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<sup>1</sup> This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- Develop, implement and evaluate the Unit's strategy, policies and objectives in line with the organisational objectives;
- Plan and follow-up on Unit's progress, assess risks and introduce necessary changes;
- Represent the Agency at external events and before the relevant EU institutions;
- Coordinate the management of the Agency's financial resources, audits and ensure conformity to internal control standards and data protection regulation;
- Ensure high-quality corporate services delivery (HRM, Finance & Procurement, Facilities Management, Document Management, security, health and safety).

#### **People Management area**

- Foster engagement and common purpose around the Agency's mission and Unit goals;
- Foster staff development, motivate and guide multidisciplinary teams;
- Act as a role model, caring for staff, their well-being and promoting respectful behaviour;
- Assess and decide upon staff requests (e.g. working time, leave) in line with regulatory framework;
- Set yearly objectives and appraise performance for the unit.

#### **Financial Management area**

- Ensure thorough planning, monitoring and coordination of the Agency's overall budget;
- Ensure the sound management of the administrative budget, and act as Authorising Officer by sub-delegation for the related expenditures in accordance with the financial regulations and implementing rules
- Verify and validate the financial and budgetary transactions under his/her responsibility.

#### **Communication and Cooperation areas**

- Develop participatory communication, encourage constructive feedback and knowledge sharing;
- Contribute to internal communication to enhance transparency and staff engagement
- Effectively cooperate and communicate with fellow Managers and other Units staff

More specifically, the Head of RSC in EU-OSHA will be responsible for the following activities:

- Lead and manage the Unit ensuring coherence and synergy;
- Prepare an administrative annual work program in line with the overall EU-OSHA work programme;
- Develop efficient administrative policies enabling the effective provision of services under the responsibility of the Unit;
- Provide regular reporting to the Executive Director and Management Board and European Commission on the work under his/her responsibility;
- Drive organisational improvement in a portfolio-oriented, co-ordinated way;
- Assist the Executive Director in the management of EU-OSHA by providing sound advice on administrative matters;
- Ensure effective relations with the Host Country (Spain), the European Commission Internal Audit Service, the European Parliament and the European Court of Auditors;
- Ensure overall compliance with the applicable legal framework;
- Ensure overall health, safety and security, including physical security of the Agency;
- Ensure engagement and development of the requisite competences and skills of the Unit's personnel as well as of Agency at large;
- Build and grow a culture of co-operative performance, consistent compliance with rules and regulations as well as ethical behaviours across the whole Agency;
- Lead the effective and efficient implementation of EU-OSHA internal control framework;
- Take on additional tasks as required in the interest of the service.

### 3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

#### General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement)
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties<sup>2</sup>;
- be physically fit to perform the duties.

#### Education and professional experience

Candidates must have a level of education that corresponds to completed university studies of at least:

- four years attested by a diploma, followed by at least 12 years of appropriate professional experience

OR

- three years attested by a diploma, followed by at least 13 years of appropriate professional experience

Only diplomas that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

#### Knowledge of languages

Candidates must possess a thorough knowledge<sup>3</sup> of one of the official languages of the EU and a satisfactory knowledge<sup>4</sup> of another EU language to the extent necessary for performance of his/her duties.

### 4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application (including motivation letter), interview and written test(s).

#### 4.1. Essential

Candidates must have the following:

##### Professional experience

- At least twelve years of experience (after a 4-year University degree) or at least thirteen years of experience (after a 3-year University degree)<sup>5</sup> **in line with the duties under the job profile.**
- As part of those 12 or 13 years of experience, 5 must have been as leading or managing a team involving strategic planning, resources allocation and management.

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<sup>2</sup> Prior to appointment, evidence of no criminal record is needed.

<sup>3</sup> Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

<sup>4</sup> Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

<sup>5</sup> Professional experience will be counted from the date on which the candidate acquired the minimum qualification for access to this position. 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.

### Leadership skills

- Solid understanding of, and behaviour in line with, ethics and integrity codes of conduct
- Strategic thinking and decision making
- Result-oriented mindset, with analytical and constructive problem-solving approach
- Planning, organising and prioritising own work and that of multidisciplinary teams
- Constructive and supportive people management, valuing diversity, fostering staff engagement
- Excellent interpersonal and communication skills, able to effectively cooperate and network both internally and externally at all levels

### Technical skills and knowledge

- Excellent oral and written communication skills in English<sup>6</sup>
- Very good digital skills

## 4.2. Advantageous

- Graduate or post-graduate studies in Human Resources, Finance, Public or Business Administration, Economics or a related field
- Knowledge and experience in dealing with EU Staff and Financial Regulations, public procurement rules and procedures;
- Experience working in a multinational and multicultural environment.

## 5 SELECTION PROCEDURE

A pre-selection panel will be appointed for this selection procedure. As soon as done, its composition will be published on [EU-OSHA website](#).

The work of the pre-selection panel and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu), quoting the reference of the procedure (EUOSHA/TA/23/01).

The selection procedure will be carried in out in three phases.

### Phase 1 – Screening of applications

#### 1.1. Eligibility

The pre-selection panel will assess whether candidates meet the eligibility criteria with the help of HR Section who will carry out a preliminary review of all applications. Only applications meeting all eligibility criteria (see section 3 above) as per the candidate 'self-declaration' will move to the next phase. Candidates who do not fulfil one or more of the eligibility criteria at the closing date for applications, will be disqualified. This step usually takes place within one month after the closing date for applications. Candidates can see the status of their application within the EU-OSHA Recruitment tool.

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<sup>6</sup> Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

## 1.2. Selection for assessment centre and interview

On the basis of the information provided in the application, the pre-selection panel will assess the applications (including motivation) against the required professional experience, skills and knowledge as well as advantageous criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview, which is expected to indicatively take place around mid-April 2023. The 5 best candidates having reached 70% of the allocated points for this part will thus be shortlisted and invited for an assessment centre and subsequent interview with the Executive Director of the Agency.

### Phase 2 – Assessment centre and interviews

Shortlisted candidates will be invited to take part in an assessment centre and in an interview that will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level<sup>7</sup> of their 2<sup>nd</sup> EU language as declared in their application should be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

#### 1.1. Assessment centre

Shortlisted candidates shall take part in an assessment centre, unless they have already done so in the course of the two years preceding the closing date for the receipt of applications. If a candidate has done so within this two-year period, but not within the 18 months preceding the closing date for the receipt of application, s/he may request to be admitted to the assessment centre.

The assessment centre will evaluate the candidates' potential and provide an in-depth analysis of leadership skills. It shall comprise individual and/or group exercises as well as in-depth interviews focused on management skills.

Indicatively, this is expected to take place in May 2023.

#### 1.2. Interview

The interviews will be conducted by the Executive Director and another EU-OSHA staff member and will focus mainly on the motivation, interpersonal and communication skills.

Indicatively, this is expected to take place around end of May 2023.

### Phase 3 – Possible Job Offer

Considering the results of the assessment centre and the outcome of the different interviews, the Executive Director will decide on the most suitable candidate for a possible job offer and/or on the inclusion of suitable candidates in a reserve list, if any, having reached at least 70% of the overall points. This step is planned to take place within one month after the date of interview with the Executive Director. The reserve list will, if any, be valid until 31/12/2024 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer, a further discussion with the Executive Director may take place. In addition, references check should be arranged.

When such position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

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<sup>7</sup> Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

## 6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union<sup>8</sup> (CEOS) for a long-term contract of three years as Temporary Agent Function Group AD, grade 10, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved
- have informed the EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

### Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA we foster flexible working arrangements and strive for our staff work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. Teleworking from Bilbao and its surroundings is possible for up to 60% per week. In addition, it is also possible to telework for up to 10 days per year from outside Bilbao and its surroundings.

### Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 97.4%).

Staff **may be** indeed entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Temporary Agent AD10 step 2 (i.e. with 15 years of professional experience after required level of education) is of around 9,121.55 Euro for an expat, single, and 11,454.05 Euro for an expat with 2 kids at pre-school.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

### Continuity of employment within EU Agencies

Should the successful candidate(s) hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the Implementing Rules on the "Engagement and use of Temporary Staff", the grade bracket

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<sup>8</sup> The full text is available [here](#).

that can be accommodated for this position is AD9 – AD11, and the type of post is that of “Head of Unit or equivalent”.

## 7 APPLICATION PROCESS

### Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

### Application

Candidates must submit their application through the Agency eRecruitment tool [\[here\]](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by no later than Wednesday **22/03/2023 at 13h00, Bilbao Time**.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

## 8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).

## 9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).