VACANCY NOTICE

INTER-AGENCY MOBILITY **Team Leader – Internal Communication (TA 2(f))** **in the European Research Council Executive Agency (ERCEA)** **Unit D.2 – Human Resources**	
Reference	**ERCEA/TA-IAM/01/2019**
Title of function	**Team Leader – Internal Communication**
Field	**Internal Communication**
Grade bracket	**AD 5 – AD 12**
Parent Directorate General	**DG RTD**
Publication window	**21/01/2019 to 04/02/2019**

1. Who we are:

The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the ERC, the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007. The ERCEA was created in order to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate was renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to achieve the ERC's objectives, the ERCEA manages several frontier research grants: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, 'Advanced Grants' that support established top researchers, as well as 'Synergy Grants' for groups of two to four Principal Investigators to jointly address ambitious research projects. The grants fund projects in any field of research, with excellence as the sole selection criterion. Since the creation of the Agency, some 9,000 researchers at various stages of their careers have been supported. Under Horizon 2020, the ERCEA has a total budget of some € 13 billion.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly-motivated staff with the right qualifications and expertise. The working environment at ERCEA is modern, dynamic, inspiring and engaging.

Within the ERCEA, Unit D.2 "Human Resources" manages the ERCEA's human resources and internal communication and provides logistical and infrastructural support to ensure the smooth operations of the ERCEA.

The Agency is situated in the heart of Brussels and expected to count a total staff of 529 by the end of 2020. For more details on the ERC and ERCEA, please visit our website: http://erc.europa.eu/.

2. We look for:

The post is for a Team Leader (Temporary Agent 2(f)) in the field of Internal Communication.

The Team Leader we seek is a dynamic, open-minded and inspirational leader with lots of drive and ideas who will actively support and motivate the team members to achieve the desired results and enable them to achieve their objectives and their greatest potential. With a proven affinity for networking and the use of collaborative tools, the Team Leader will be highly conversant with cutting edge communication approaches. The Team Leader needs to be an active listener, to have a service-oriented mind-set and to have the ability to deal with people effectively, respectfully and courteously as well as proven negotiation skills, ensuring a strong and permanent cooperation among the Agency's services.

2.1 Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline of applications (including those referred to in Article 12(2) of the CEOS):

a. Be a Temporary Agent 2(f) who, on the closing date for applications[1], is employed within their Agency in a grade corresponding to the published grade bracket;

b. Temporary staff 2(f) referred to in paragraph (a) should have:

➢ At least two years' service within their Agency before moving;

➢ Successfully completed the probationary period provided in Article 14 of CEOS.

Applicants are required to demonstrate the fulfilment of the above-mentioned criteria by submitting SYSPER information, an HR certificate, or their current contract together with the application.

2.2 Job requirements

➢ Professional experience of at least two years in the area of the profile.

➢ A level of education corresponding to completed university studies attested by a diploma preferably in Communication, Strategic Communication, or Corporate Communication.

➢ Good knowledge of corporate communication, audio-visual and digital communication, drafting and editing articles.

➢ Experience in coordinating the work of a team.

➢ Good understanding of the ERCEA business and the context of the ERCEA.

➢ Ability to handle different priorities at the same time, being at ease with multitasking and working under pressure.

➢ Excellent command of written and spoken English (C1 or higher) and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties.

➢ A demonstrated sense of accountability, the ability to entrust tasks and a reliable, constructive, loyal, inclusive and transparent attitude.

2.3 Job description

The functions and duties of the Team Leader of the Internal Communication team include:

➢ *Team coordination and management:*
  • *Support the Head of Sector in achieving the objectives of the Unit in compliance with the Internal Control Standards;*
  • *Manage the team "Internal Communication", distribute workload and report on the team activities;*

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[1] In order to be able to transfer to a vacant post in the ERCEA, candidates also need to be employed, on the day of filling the vacant post, within their Agency as Temporary Agents 2(f) in a grade and function group corresponding to the grade and function group of this publication.

- Provide effective leadership ensuring that team members are motivated and constantly developing their skills and experience;
- Identify group and individual training needs.

➢ *Management of Internal Communication:*
- Coordinate the internal communication efforts within the Agency and redesign the Agency's communication processes;
- Conceive and develop initiatives to build staff understanding of the Agency's values, goals, objectives and key initiatives;
- Contribute to the definition of the Agency's corporate identity and corporate culture, promote staff motivation and engagement, and spearhead the development of appropriate strategies, action plans and activities;
- Ensure the adequate dissemination of information on significant decisions, guidelines and procedures affecting the work of staff and managers;
- Propose and coordinate internal and external networks and events.

➢ *Internal Communication strategy and Coordination:*
- Lead the internal communication activities in the Agency, ensuring the coherence and quality of internal communication;
- Design and follow up the implementation of the Agency's internal communication strategy;
- Manage and control budgets, conceive and develop ideas, themes and timescales for corporate events, internal communication campaigns and corporate social responsibility actions, in liaison with other services where helpful;
- Oversee the translation of communication needs of the Agency's services into concrete communication plans and actions in line with business objectives. Ensure that expertise, assistance and resources in the field of internal communication are provided to all relevant stakeholders;
- Oversee the evaluation of the impact of communication efforts.

➢ *Coordination of the Knowledge Sharing Framework:*
- Analyse the existing knowledge sharing framework in the Agency;
- Conceive and develop a knowledge sharing strategy to shape crosscutting collaboration and ongoing learning of best practices;
- Design and oversee the implementation of the Knowledge Management Plan, ensuring that all actions and systems supporting Knowledge Management work in an integrated fashion;
- Take the lead in encouraging management and staff members to share knowledge, ensuring that they are aware of the knowledge management resources available to support their work, are properly trained and are using the systems efficiently and productively;
- Leverage existing communication tools and channels (i.e., SharePoint/Intranet) and develop new channels/appropriate platforms to increase communication effectiveness and operational efficiency.

➢ *Coordination of horizontal activities:*
- Participate in the Organisation Development Team by creating synergies with activities in the domain of HR;
- Support staff activities, initiatives and events that encourage collaboration and the sharing of ideas and skills across the Agency;
- In cooperation with the Head of Unit, the Head of Sector, the Staff Selection and Recruitment Team and the Learning and Development Team, develop actions to maintain/enhance staff motivation and engagement;
- Lead the design and implementation of an induction programme for newcomers.

3. Selection process

The selection process includes the following steps:

➢ Interested candidates are invited to send their CV using the *Europass* format (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions) accompanied by a motivation letter and including SYSPER information, an HR certificate, or the current contract demonstrating that the candidate holds an ongoing contract as Temporary Agent 2(f) in the grade bracket AD 5 – AD 12. Candidates are kindly asked to specify the corresponding publication reference (ERCEA/TA-IAM/01/2019) and include in their CV three professional

references, or, alternatively, their latest two performance reports (e.g., appraisal, probationary report).[2] The complete application must be sent before the deadline, **04/02/2019**, to ERC-SELECTION@ec.europa.eu.

➢ After the deadline for submission of applications, the ERCEA shall check each application against the **eligibility criteria** (under point 2.1 above). Applications that do not fulfil the eligibility criteria set out in this Vacancy Notice shall not be considered.

➢ Upon carefully reviewing each eligible application against the selection criteria listed under point 2.2 above, candidates may be shortlisted by the recruiting service for invitation to an interview with a Recruitment Panel (comprising three to four members). The service has also published the post internally and will also consult the CVs of candidates on valid and relevant ERCEA TA 2(f) Reserve Lists in parallel with this publication.

➢ The interview will take place on the ERCEA's premises in Brussels and will be conducted in English. The exact modalities of the interview shall be indicated in the invitation and may include forms of evaluation for candidates to demonstrate relevant technical and/or drafting skills.

➢ Candidates will be informed as soon as possible of the outcome of their application from ERC-SELECTION@ec.europa.eu. Under no circumstances should candidates approach the Recruitment Panel, either directly or indirectly concerning this selection process. The AHCC of the ERCEA reserves the right to disqualify any candidate who disregards these instructions. Any questions may be addressed to ERC-SELECTION@ec.europa.eu.

4. Equal opportunities

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation as per Article 1(d)(1) of the Staff Regulations. We offer flexible family-friendly working arrangements (flexitime, teleworking) in consideration of operational needs.

5. Protection of personal data

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Communities, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

Candidates are invited to carefully read the Specific Privacy Statement, which provides useful information about the processing of their personal data and relevant rights:

https://erc.europa.eu/sites/default/files/document/file/erc_sps_selection.pdf.

6. Request for review

If candidates have reason to believe that one of the principles of European law as interpreted by the courts has not been applied in their case, they have the right, within 10 calendar days from the date when the letter notifying them of the decision, to request a review by sending a letter stating their reasons to the e-mail address: ERC-SELECTION@ec.europa.eu.

Candidates are requested to quote in the subject line of letter the reference of the selection process concerned; their name; 'Request for review'; the stage of the selection concerned in their complaint. Candidates shall receive a response from the ERCEA as soon as possible.

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[2] References may be consulted should a recruiting service have shortlisted the candidate in view of offering them a contract of employment and wish to confirm the statements made in the selection process. Please note that in order to comply with the rules on personal data protection, the names and contact data shall be provided with consent of the persons named.