



VACANCY NOTICE

European Research Council
Executive Agency

Established by the European Commission

<u>INTER-AGENCY MOBILITY</u>	
Research Programme Agent (TA 2(f)) in the European Research Council Executive Agency (ERCEA)	
Unit B.1.002 – Ethics Review and Monitoring	
Reference	ERCEA/TA-IAM/01/2018
Title of function	Research Programme Agent
Field	Ethics Review and Monitoring
Grade bracket	AD 5 – AD 12
Parent Directorate General	DG RTD
Publication window	19/06/2018 to 02/07/2018

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 the best frontier research in Europe, established by the European Commission 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, over 8,000 frontier research projects 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, following orientations provided by the Scientific Council, Unit B.1 defines and manages the processes for peer review, grant monitoring and expert management. The Unit implements the management of experts and other common evaluation tasks.

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/>.



European
Commission

Horizon 2020
European Union Funding
for Research & Innovation

ERC Executive Agency
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Tel: +32 2 29 60683 | erc-selection@ec.europa.eu | <http://erc.europa.eu> |

2. We look for:

The post is for a Research Programme Agent (Temporary Agent 2(f)) in the field of Ethics Review and Monitoring.

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, 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 their contract(s) together with their application.

2.2 Job requirements

MAIN SKILLS AND QUALIFICATIONS

Candidates applying to this position should have:

- Managerial, communication and analytical skills, with a background in one or several of the following fields: Life sciences, environmental or social sciences research;
- A good understanding and professional experience of ethics issues related to two or more of the following domains: clinical research, animal welfare, human rights, data protection, research with cells and tissues, research in low income countries. Job-related experience: at least three years;
- A sound knowledge of the legislation and guidelines that are relevant for research ethics, and have experience in research or in a research administrative environment. Job-related experience: at least three years;
- Excellent organisational skills with an eye for detail, strong communications skills and enjoy working in a team environment;
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Excellent command of written and spoken English.

2.3 Job description

FUNCTIONS AND DUTIES

- Advise on ethics issues:
 - Use your competence and knowledge to advise colleagues on ethics issues such as clinical research, animal welfare, human rights, data protection, research with cells and tissues, research in low income countries.
 - Review and validate the ethics clearances of proposals and projects, drafted by the ethics officers.
 - Participate as panel coordinator to the ethics assessment panels.
 - Define ethics content guidelines and templates for beneficiaries to help them in performing their research according to the ethics principles.

- Organise the work:
 - Coordinate the work of the ethics officers together with the head of sector and other TA's in the sector. Agree on priorities and deadlines.
 - Act as call-coordinator within the ethics sector for one or more calls. Supervise the ethics process and make sure deadlines are met.
 - Contribute to the planning of the ethics review panels. Define the pools of experts for each panel based on their expertise.
 - Ensure the follow-up of the implementation of the projects by monitoring contractual obligations via ethics monitoring, ethics checks and technical reviews.
 - Support the head of sector in achieving the objectives of the sector.

- Maintain procedures and guidelines:
 - Contribute to the internal quality assurance of the work of the ethics sector by drafting guidelines and procedures to the proper implementation of the ethics process. Ensure that a full set of procedures and guidelines is maintained for all operations in the sector.
 - Analyse and assess the ethics process and provide feedback and suggestions for improvement.
 - Follow the evolution of the IT systems that are relevant to the sector (such as SEP, Sygma, Compass) by actively participating to user groups. Actively propose and negotiate new functionalities. Contribute to the testing of new releases of IT systems.
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- Communicate about the ethics sector:
 - Present the ethics sector and ethics process at workshops, seminars, conferences and other public events.
 - Contribute to publications intended for internal and external stakeholders.
 - Help collect information and draft replies to ethics questions from external stakeholders such as European Institutions, Member States or the general public.
 - Represent the agency at meetings and workshops, both within and outside of the Commission.

3. Selection procedure:

The selection process includes the following steps:

- Interested candidates should introduce their expression of interest using a *Europass* format CV (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) accompanied by a motivation letter and including their contract(s) demonstrating that candidates hold a contract as Temporary Agents 2(f) in the grade bracket AD 5 – AD 12.

Candidates are kindly asked to specify the corresponding publication reference (**ERCEA/TA-IAM/01/2018**) and include in their CV three professional references.¹ The complete application must be sent before the deadline, **02/07/2018**, 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 with the appropriate research background will be shortlisted for invitation to an interview with a Selection Panel (comprising three to four members).
- 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 Selection Panel, either directly or indirectly concerning this selection process. The Appointing Authority 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 (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). 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.

¹ References may be consulted only in case candidates on an ERCEA Reserve List resulting from the present selection are being considered for a position in the ERCEA.

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.