EUROPEAN RESEARCH COUNCIL EXECUTIVE AGENCY

Job Description Form

Job description version 2 (Active)
Job description version 400159 in ERCEA.D.1.002
Valid from 02/08/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIII</td>
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<tr>
<td>Job title</td>
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<tr>
<td>ICT Officer</td>
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<td>Domains</td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>(APPLIED) COMPUTER SCIENCE</td>
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<tr>
<td>Intermediate domain</td>
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<tr>
<td>SOFTWARE DEVELOPMENT and MAINTENANCE</td>
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<td>Specific domain</td>
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<td>Sensitive job</td>
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<td>No</td>
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<table>
<thead>
<tr>
<th>Overall purpose</th>
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<tbody>
<tr>
<td>To analyse, design and develop specific reports for the European Research Council Executive Agency using corporate data analytics solutions.</td>
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Legal disclaimer
Functions and duties

+ IT BUSINESS ANALYSIS
- To capture business needs related to data analytics (business intelligence and reporting);
- To propose solutions based on a good knowledge of available data, available tools and software customization or integration possibilities;
- To prepare mockups or proof of concepts;
- To develop a good knowledge of available data sources related to the business context;
- To design, implement and optimise database queries and scripts.

+ SPECIFIC IT DEVELOPMENT TOOLS and FRAMEWORKS
- To provide technical advises on databases, data warehouses, data lakes and data hubs;
- To develop and customize reports based on data analytics solutions available at EC corporate level (such as Oracle RDBMS, BusinessObjects, Qlik Sense, JasperReports);
- To share knowledge on best-practices with colleagues of other sectors also involved on data analytics aspects.

+ SOFTWARE DEVELOPMENT and MAINTENANCE
- To contribute to software development projects by providing assistance on data analytics aspects to software application developers;
- To integrate data coming with authoritative sources of information;
- To advise on architectural positioning of data analytics in the context of larger ecosystem of Information Systems;
- To integrate reports in web-based applications, possibly also creating some web pages;
- To produce documentation related to business reports: technical documentation, user manuals, etc.

Job requirements

Experience

+ (APPLIED) COMPUTER SCIENCE
  Job-Related experience: at least 2 years
  Qualifier: essential
  With experience in data analytics.

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken Interaction</th>
<th>Spoken Production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
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<td>A1</td>
<td>A2</td>
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Knowledge

- STATISTICS and general MATHEMATICS
  - MANAGEMENT and PROCESSING of STATISTICAL DATA and IT
    - Architecture of complex systems ("data engineering")
- INFORMATION and COMMUNICATION TECHNOLOGIES
  - (ADVANCED EMERGING) ICT TECHNOLOGIES
    - Knowledge engineering
**Competences**

- **Analysing and Problem Solving**
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information

- **Communicating**
  - Capacity to communicate technical or specialised information
  - Drafting skills

- **Learning and Development**
  - Flexibility (openness towards new demands, etc.)
  - Self-development

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**Job Environment**

**Organisational entity**

**Presentation of the entity:**
The unit is responsible for IT and support services of the European Research Council Executive Agency, including:
- single point-of-contact for eGrants
- collaborative development to incorporate ERC specific needs in eGrants (corporate grant management suite)
- development and support of administrative systems
- IT support to internal and external users in regards of core ERC business processes, contribution to Continuous Improvement
- management IT infrastructure: specific server room, management of the use of services provided by DG Informatics (digital workplace)
- document management (DMO, archives, mail)
- meeting rooms

**Job related issues**

[ ] Atypical working hours
[ ] Specialised Job

**Missions**

[ ] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

**Comments:**

**Workplace, health & safety related issues**

[ ] Noisy environment
[ ] Physical effort / materials handling
[ ] Work with chemicals / biological materials
[ ] Radioprotection area
[ ] Use of personal protective equipment
[ ] Other

**Comments:**
Other

Comments:
Since the unit's systems treat confidential personal data, staff is required to exhibit a high degree of personal integrity.