



European Research Council
Executive Agency

Established by the European Commission

VACANCY NOTICE

INTER-AGENCY MOBILITY

**Head of Sector – Legal Affairs (TA 2(f))
in the European Research Council Executive Agency (ERCEA)**

Unit D.3 – Legal Affairs and Internal Control

Reference	ERCEA/TA-IAM/01/2021
Title of function	Head of Sector – Legal Affairs
Field	Legal
Grade bracket	AD 5 – AD 12
Parent Directorate General	DG RTD
Publication window	08/07/2021 to 22/07/2021 (at 12.00 – noon)

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). The ERC was part of the first pillar - 'Excellent Science' - of Horizon 2020, the EU Programme for Research and Innovation (H2020, 2014-2020). Its mandate was renewed until 2028, for the implementation of part of Horizon Europe, pillar I 'Excellent Science' (Horizon Europe 2021-2027).

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 10,000 researchers at various stages of their careers have been supported. Under Horizon Europe, the ERCEA has a total budget of over € 16 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.3 "Legal Affairs and Internal Control" supports the ERCEA in establishing its annual work programme and management reports; it provides the ERCEA and the ERC Scientific Council with legal advice, monitors the implementation of the Agency-internal control framework and coordinates the Agency-public procurement procedures.

The Agency is situated in the heart of Brussels and is expected to count a total staff of 531 by the end of 2021. For more details on the ERC and ERCEA, please visit our website: <http://erc.europa.eu/>.

The Legal sector is currently composed beside the Head of sector of seven others experienced lawyers and one legal assistant.

2. We look for:

The post is for a Legal Agent/Head of Sector (Temporary Agent 2(f)) in the Legal Unit.

The Head of Sector we seek is a qualified lawyer and an excellent communicator with either experience or proven ability in managing teams of legal officers. The Head of Sector will provide legal counsel and advice to the Agency management and units as well as the ERC Scientific Council, and should be able to demonstrate outstanding analytical and leadership skills as well as a high level of perseverance and determination. In addition, The Head of Sector will be expected to be versed in diplomatic and negotiation skills and to have a solution-oriented mind-set, allowing optimal cooperation between Agency stakeholders and Commission 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 applications¹, 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 five years in the area of the profile.
- A level of education corresponding to completed university studies attested by a diploma in Law of at least 4 years.
- Good knowledge of procedural law, in particular in the fields of Community and international law.
- Good knowledge of EU law, policies and programmes, such as financial regulations and procedures and rules pertaining to calls for proposals, public procurement and contracts.
- Proven ability to lead a team.
- 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.

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.

2.3 Job description

The functions and duties of the Head of Sector – Legal Affairs include:

- **LEGAL ANALYSIS, ADVICE and ASSISTANCE:**
 - Prepare draft, update, consolidate and/or codify new, existing and/or amended documents;
 - Monitor legislative proposals on their impact on ERCEA and its activities;
 - Provide advice on the quality, clarity, consistency and coherence of draft proposals for legal acts and guidance documents at the basis of the ERC/ERCEA operations ensuring the ERC specificities are reflected;
 - Improve the quality and consistency of the Agency output from a legal standpoint;
 - Control the fulfilment of procedures and obligations under grant agreements and / or contracts;
 - Provide the Agency and the ERC Scientific Council with the necessary legal advice and counsel needed to guarantee their respective activities.

- **LEGAL ANALYSIS, ADVICE and ASSISTANCE:**
 - Provide legal advice on financial procedures, including implementation of the Financial Regulation and the basic act. Provide legal advice on grant award procedures, procurement, selection and appointment of independent experts, including implementation of resulting agreements and contracts;
 - Provide advice to management and/or units on the validity and conformity of internal procedures with standing rules and regulations;
 - Provide legal advice on draft replies to questions and/or to petitions from the European Parliament, to investigations by the European Ombudsman, and/or to audits by the IAS and the Court of Auditors;
 - Check documents intended to be communicated or distributed outside the Agency, and which may be binding for the Agency, for legal accuracy;
 - Handle complaints and provide input to the Commission services concerning requests for review of legality under Art. 22 of Regulation 58/2003;
 - Provide legal advice on the administration of staff, including drafting of decisions or replies to claims and appeals;
 - Ensure the defence of the interests of the ERCEA in litigation before the competent courts; Provide advice and coordination of replies for requests for “Public access to documents” and information in possession of ERCEA, as well as access to file requests;
 - Represent ERCEA in inter services networks and meetings;
 - Participate as member and advising role to various ERCEA Committees and meetings.

- **HUMAN RESOURCES MANAGEMENT:**
 - Support the Head of Unit in achieving the objectives of the Unit in compliance with the Internal Control Standards;
 - Manage the "Legal team", distribute and monitor workload and report on the sector activities;
 - Provide effective leadership for the sector ensuring that sector members are motivated and constantly developing their skills and experience;
 - Identify group and individual training needs.

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/01/2021) 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, **22/07/2021 at 12.00 (noon)**, 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.
- The interview will take place remotely 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 in
- Any questions may be addressed to ERC-SELECTION@ec.europa.eu.
- Contacts: Gwennaél Joliff-Botrel, Head of Unit, Legal Affairs and Internal Control, E-mail: Gwennael.Joliff-Botrel@ec.europa.eu , ext. : 65774; or Francesca Sgritta, Head of Sector Legal Affairs, E-mail: Francesca.Sgritta@ec.europa.eu ; ext. : 59430.

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.

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.