

EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Human Resources, Facility Management and Communication

The European Space Agency is an equal opportunity employer
and encourages applications from women

- POST** Head of the ESTEC Health, Safety and Security Section in the ESTEC Facility Management Division, ESA Facility Management Department, Directorate of Human Resources, Facility Management and Communication.
- This post is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.
- LOCATION** ESTEC, Noordwijk (Netherlands).
- DUTIES** Under the direct authority of the Head of the ESTEC Facility Management Division, the postholder will be responsible for ensuring that security management procedures are properly implemented at ESTEC and will also provide security advice to the ESTEC Head of Establishment who, as appropriate, issues security instructions in compliance with relevant local legislation and ESA policy and procedures. Moreover the incumbent will oversee internal divisional Health, Safety and Environmental management and ensure its compliance with applicable ESA and Dutch rules and legislation.
- The Head of the ESTEC Health, Safety and Security Section will more specifically be responsible for:
- ensuring the physical security of the ESTEC site and buildings; this includes, in particular, the proper performance of the contracting company that provides guarding, fire prevention and fire-fighting services;
 - monitoring the compliance of the ESTEC establishment resources (manpower, tools and standard operating procedures) with ESA security regulations and policies;
 - acting as the ESTEC specialist focal point for security training, security awareness improvement and security advice required by establishment staff and contractors;
 - liaising with the national and local authorities for security-related matters;
 - in the field of business continuity, coordinating the implementation at ESTEC of the departmental business continuity policy;
 - ensuring the proper functioning of the divisional health and safety management system, in line with all relevant Dutch health and safety legislation and ESA health and safety policy;
 - developing and monitoring the structures and procedures necessary to promote safe working conditions within the Division responsible for the ESTEC general purpose infrastructure;
 - overseeing all aspects inherent to fire safety, or any other risk generated by facility management activities at ESTEC;

- ensuring the proper functioning of a divisional environmental management system, which must be in line with the relevant Dutch environmental legislation and the ESA environmental policy;
- working closely with the ESTEC Health Safety and Environmental Unit, which oversees the implementation of a Health and Safety management system for the whole ESTEC establishment;
- acting as focal point for emergency planning relating to physical protection of the site, in case of accident or incident, of calamity response or of crisis management.

QUALIFICATIONS

Applicants for this post should have a Master's degree or equivalent qualification in a relevant discipline, including substantial experience in a similar position. It would be an advantage to have a professional certification or membership of a professional association in one or more of the following fields: security, business continuity, health and safety.

Candidates must possess excellent communication and organisational skills, be results-oriented and be able to drive change in a multicultural environment.

Applicants should be able to establish effective working interfaces both within and outside ESA.

Significant experience in management of security services and health, safety and environmental management in large establishments is highly desirable.

For behavioural competencies expected from ESA staff, please refer to the [ESA Competency Framework](#).

The working languages of the Agency are English and French. A good knowledge of one of these languages is required, together with a working knowledge of the other. Knowledge of another Member State language would be an asset.

CLOSING DATE

The closing date for applications is **17 December 2015**.

Applications from external candidates for this post should preferably be made [online](#) from the ESA website (www.esa.int/careers). Those unable to apply online should submit their CV to Human Resources, ESTEC, Keplerlaan 1, 2201 AZ Noordwijk ZH, The Netherlands.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESTEC](#).

The Agency may require applicants to undergo selection tests.

Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada.

Priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.