

## EUROPEAN SPACE AGENCY

### Vacancy in the Directorate of Internal Services

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

**POST** Health, Safety and Security Officer in the ESRIN Estates and Facilities Management Service, Estates and Facilities Management Department, Directorate of Internal Services.

This post is classified in the A2–A4 grade band on the Coordinated Organisations' salary scale.

**LOCATION** ESRIN, Frascati, (Italy).

**DUTIES** Under the direct authority of the Head of Service, the Officer will be responsible for ensuring that Health, Safety, Security and Environmental Management procedures are properly implemented at ESRIN. The postholder will provide safety and security advice to the Head of Establishment who as appropriate issues safety and security instructions in compliance with relevant local legislation and ESA policy/procedures. Under the aforementioned authority, the Officer will oversee internal EFM Service Health, Safety and Environmental management, ensuring its compliance with applicable ESA policy and Italian law.

The postholder will be specifically responsible for:

- ensuring that ESRIN physical security complies with all relevant national law and ESA's security directives and policies;
- ensuring that ESRIN's health & safety management system complies with all relevant national law and ESA health & safety policy;
- ensuring that ESRIN's environmental management system complies with relevant national law and applicable ESA policy;
- ensuring compliance with Head of Establishment and Departmental instructions;
- managing the local interface with the ESRIN security contract;
- acting as the focal point for all Unit Safety Representatives on-site;
- keeping all health, safety and security procedures, manuals and other related documents up to date;
- managing the technical infrastructure and systems related to health, safety and security on-site;
- liaising with national and local authorities for related day-to-day activities (e.g. fire and workplace inspections, police, national security authorities);
- investigating and reporting on health, safety and security accidents, incidents or infringements as directed by the Head of Establishment;
- initiating and coordinating audits, inspections, visits, studies, accident-prevention exercises and measures;

- acting as focal point for security training, awareness improvement and advice;
- updating and constantly evaluating the site HSE risk analysis;
- acting as contact point for the site's OHSAS 18000 certification entities.

## 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. Professional certification or membership of a professional association in one or more of these fields – security, business continuity, health & safety – would be an advantage.

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

They should be able to establish effective working interfaces both inside and outside ESA. Significant experience of overseeing physical security services and health, safety and environmental management at large establishments is highly desirable.

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

The working languages of the Agency are English and French. A good knowledge of one of these 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 **18 April 2017**.

Applications from external candidates should preferably be made [online](#) from the ESA website ([www.esa.int/careers](http://www.esa.int/careers)). Those unable to apply online should submit their CV to Human Resources, ESA-ESRIN, Via Galileo Galilei, 00044 Frascati, Italy.

ESA staff members wishing to apply should fill in the [Internal Application Form](#) and email it to [Apply2ESRIN](#).

The Agency may require applicants to undergo selection tests.

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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**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, Slovenia, 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.**