

Job Title: Head of the Human Resources Department

Req ID 1361 - Posted 11/07/2017



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

Head of the Human Resources Department

This post is classified A6 on the Coordinated Organisations' salary scale.

Location

ESA Headquarters, Paris, France

Description

The Head of the Human Resources Department reports directly to the Director of Internal Services.

Duties

- Defining, in consultation with the Agency's management and staff representatives and according to Agency needs, its human resources strategy and policy (including in the areas of Agency Social Security and Pension Schemes and, in close cooperation with the Chief Diversity Officer, of diversity and equal opportunities management) and ensuring its uniform implementation throughout the Agency;
- Providing HR solutions and guidance to staff and managers on all human resources matters and managing HR operations, such as recruitment, staff training and development, mobility, career and talent management and staff administration;
- Developing, in close cooperation with the Workforce Management Office, the Agency's organisational structure, including post/grade assessments, providing staffing planning within the targets set by the workforce allocation and together with the respective Directorates, and supporting change management;
- Drafting, updating and revising the Staff Regulations, Rules and Instructions and the Pension Scheme Rules in line with the relevant human resources policy decisions and in consultation with the Legal Services Department;
- Representing the Agency at Co-ordinated Organisation level, in joint committees and advisory boards as stated in the Staff Regulations, Rules and Instructions and liaising with staff representatives;
- Ensuring internal communication on human resources matters;
- Ensuring the suitability of occupational health management and the systematic promotion of health within the Agency, in close liaison with the Estates and Facility Management Department;
- Appointing one HR local representative per site, in particular to support Heads of Establishment in their dealings with staff matters and staff in their interfacing with host country authorities, and to liaise with the local staff associations;
- Supporting ESA-wide change management, including implementing HR-related actions in the framework of the "Life at ESA" Initiative.

Technical competencies

Knowledge & understanding of the Agency's core business

Experience in developing and implementing HR-related policies and services

Knowledge of organisation development and change management methodology

Experience in negotiating with different stakeholders

Leadership competencies

Developing & motivating people

Driving performance

Fostering cooperation & effective team-working
Leading change
Strategic vision & business context

Behavioural competencies

Ambassadorship
Communication
Responsible decision-making

Education

Applicants should have a Master's degree or equivalent qualification. Work experience in an international environment is an asset.

Other information

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. Knowledge of another Member State language would be an asset.

Please note that applicants may be required to undergo aptitude testing, including recognised psychometric testing as well as problem-solving and decision-making exercises.

The selection process is being supported by the executive search company Mercuri Urval. External candidates are requested to send a copy of their cover letter and CV to zuerich.ch@mercuriurval.com.

The closing date for application is 31 August 2017

If you require support with your application due to a disability, please email contact.human.resources@esa.int.

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, Canada and Slovenia.

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.