

Job Title: HR Business Partner

Req ID 1901 - Posted 08/08/2017



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

HR Business Partner

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

Location

ESOC, Darmstadt, Germany

Description

HR Business Partner in the Human Resources Department, Directorate of Internal Services.

Duties

Reporting directly to the Head of the Human Resources Department, HR Business Partners (HR BPs) are the senior HR focal points for the Directorates and their management teams on all HR matters. They are responsible for the delivery of the full spectrum of HR services and for providing guidance on all human resources questions.

HR BPs develop and maintain the staffing planning (within the targets established by Workforce Management and in close cooperation with the Directorates' Business Unit Controlling Offices) and implement this for the Directorates. They lead and support change management processes both ESA-wide and within the Directorates, including changes in the Directorates' organisational structures.

HR BPs lead HR Advisors, who support and advise staff on all aspects of career management, recruitment and mobility, competence development and training, performance appraisal and merit recognition.

All HR BPs coordinate their work as part of a network of Business Partners in order to align approaches and implement solutions across Directorates.

HR BPs are members of the HR Department Management Team and provide active contributions to ESA and HR department policies and strategies. They work closely with the HR Competency and Policy Centre, in particular as contributors to policy evolution and other HR projects, and for the structured communication of the HR policies to the Directorate for which they are responsible.

In the framework of the current set up of ESA Directorates, the HR BP located at ESOC works in close coordination with the Directorate of Operations and the Directorate of Human Spaceflight and Robotic Exploration. Frequent missions, in particular to ESTEC, Noordwijk (Netherlands) are required.

In addition to his/her responsibilities as HR BP, the postholder is the local HR representative at ESOC. In this role the postholder is responsible for local matters, including occupational health, support to staff regarding all aspects of interfaces with the host country authorities in the framework of Host Agreement implementation, supporting the Head of Establishment, including in crisis management, and representing HR and the ESA administration vis-à-vis local staff representatives.

Technical competencies

Knowledge of and experience in working with and applying HR policies, processes and tools
Experience in consulting and advising managers on HR policies, organisational structure, workforce planning, etc.
Knowledge of change management methodologies and experience in leading and driving change in an organisation
Experience in developing, maintaining and reviewing staff planning
Experience in leading, motivating and developing teams

Behavioural competencies

Relationship management
Responsible decision-making
Problem solving
Systems & broader business thinking
Results orientation

Additional requirements

Applicants are required to have substantial experience in providing strategic advice and managing the delivery of services in all areas related to Human Resources Management. They should be familiar with current theories and best practices related to Human Resources Management and the implementation in an international working environment. Strong relational and communication skills, customer focus and discretion are essential behavioural competencies required for this post. Candidates should provide a vision on the evolution of Human Resources services, together with a strong focus on application and implementation.

Education

Applicants for this post should have a Master's level degree in Human Resources Management (HRM), law, public administration or a relevant social science.

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. The Agency may require applicants to undergo selection tests.

The closing date for applications is 5 September 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 and Canada and Slovenia.

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.