

Job Title: Head of the Human Resources Department.

Req ID 6701 - Posted 29/05/2018

**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 (HR) 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 on managing HR operations, touching on areas such as recruitment, learning 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, in close coordination with the Communication Department;
- 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 and organisational development, 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 organisational 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 closing date for application is 26 June 2018.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.