

# Job Title: Head of the Workforce Management Office

Req ID 10042 - Posted 30/04/2020



## 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 Workforce Management Office

This post is classified A5 of the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France

### Description

Head of the Workforce Management Office, in the Directorate of Internal Services

### Duties

Reporting to the Director of Internal Services, you will be in charge of elaborating and maintaining the Agency's workforce management policies, assessing the ESA-wide workforce sizing, establishing workforce plans and monitoring them throughout the year.

You will be responsible for:

- planning and controlling the Agency's workforce (staff and contractors) over a three-year horizon;
- providing independent assessments of the workforce within budget targets;
- reviewing and issuing DG (DG/INST/ORG) Instructions on ESA's organisational structure, ensuring consistency between the structure, appropriate sizing and the consequent span of control and hierarchical levels through the evaluation of post grades;
- consolidating, maintaining, monitoring and reporting on the implementation of the ESA workforce plan and associated cost;
- reviewing the workforce resources plans proposed by Directors, maintaining the overall ESA workforce resources plan;
- promoting the use and timely updating by Directors of a single database for contractors.

You will additionally oversee:

- elaboration of ESA-wide staff-years and staff-costs projections;
- support to Corporate Control with Directorates' workforce data (planned/actual);
- support to HR with reports and analysis on workforce data and associated costs;
- provision of inputs for periodic reporting to corporate functions and delegate bodies.

Fulfilling these responsibilities involves close cooperation with the HR Department and multiple interfaces with Corporate Control and Directorates' BUC offices.

### Technical competencies

Understanding of the Agency's core business and structures and relationship to other Space Agencies

Knowledge of the relevant Agency rules, processes and procedures

Proficiency in the use of the Agency's information systems, tools and applications, including online services on the internet

HR data analysis and reporting

Budgeting, cost control and resources and activities planning

### Leadership competencies

Developing & motivating people  
Fostering cooperation & effective team-working  
Strategic vision & business context

## Behavioural competencies

Problem Solving  
Systems & Broader Business Thinking  
Communication  
Relationship Management  
Results Orientation

## Education

You should have a Master's degree.

## Additional requirements

Substantial proven experience of workforce planning and cost control, a good knowledge of HR and finance rules, processes and procedures. A strong results orientation, setting priorities and presenting constructive, practical solutions.

You will also:

- have proven experience of leading, motivating and developing a team
- provide strategic direction to the individuals and teams within the Office and relate team objectives to the overall and evolving organisational goals and context
- drive performance and foster cooperation within and across teams throughout the organisation
- have demonstrated excellent leadership, relationship management and communication skills, oral and written
- have a proven track record of representing the Agency's interests to external interfaces
- have excellent cognitive, analytical, delegation, planning and organisational skills
- anticipate problems, solve complex issues and relate situations to their context
- reach solution-oriented, pragmatic and timely decisions of high standard and integrity while supporting others (team members, upper management, other stakeholders) in this process.

Experience of managing managers and multiple teams is an asset, as is international experience, i.e. outside your home country, as well as experience in diverse functional areas relevant to ESA activities.

## 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 28 May 2020.**

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, Spain, Sweden, Switzerland, the United Kingdom, Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States.

(<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

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.