

Job Title: HR Advisor

Req ID 10168 - Posted 08/07/2020



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

HR Advisor (two posts)

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

Location

ESTEC, Noordwijk, The Netherlands

Description

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

Duties

HR Advisors are the focal point for staff and managers assigned to them in providing individual support and advice with an emphasis on people management and talent development. The role of the HR Advisor includes promoting a positive work environment and the Agency's HR management practices. HR Advisors play an important role in the ongoing improvement of HR policies and processes.

HR Advisors advise staff on mobility, career management and the development of skills and competences, they advise and assist with vacancy applications and interview preparation, as well as with personal development initiatives. They also provide support to staff and managers for all aspects of performance management.

They take the lead in recruitment activities and act as the HR representative in the corresponding recruitment interviews.

They report to the HR Business Partner responsible for their Directorate. HR Advisors support that Partner's respective staff planning activities and implementation tasks, as well as change management initiatives. They coordinate their methodologies and activities through an HR Advisors network. They work in close coordination with the other areas of the HR Department, in particular with the local HR manager, HR Support Services (staff administration, recruitment), the Competence and Policy Centre, welfare officers and ESA medical staff.

Technical competencies

Knowledge of and experience in working with and applying HR policies, processes and tools

Understanding and experience of applicable legal frameworks affecting HR Business (e.g. labour law, social security law,...)

Experience of the full-cycle recruitment process

Knowledge of and experience in coaching and mediation techniques

Behavioural competencies

Teamwork

Communication
Relationship Management
Problem Solving
Customer Focus
Results Orientation

Education

Master's degree preferably with specialisation in HR management and/or personal development.

Additional requirements

You should have professional HR experience with a solid understanding of best practices. A significant experience of recruitment in an engineering/scientific/technical environment is necessary. Qualifications in coaching or mediation would be an asset. This post requires strong interpersonal skills, a high standard of oral and written communication skills, the ability to work in collaboration and partnership with clients, due discretion and sensitivity in dealing with confidential information, as well as the ability to work autonomously in a fast-paced environment.

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 August 2020.

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.

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.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.