

Job Title: Talent Development Officer

Job Requisition ID **8823** - Posted **08/10/2020**



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

Talent Development Officer

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

Location

ESTEC, Noordwijk, The Netherlands

Description

Talent Development Officer in the Competence and Policy Centre, Human Resources Department, Directorate of Internal Services.

Duties

Reporting to the Head of the Talent Development Section, the postholder will be in charge of a particular portfolio of talent development activities. Beyond the generic duties listed below, each portfolio may include additional responsibilities specific to the nature of the talent development activities covered. Each portfolio can include one or more activities relating for example to learning & development, career & succession management, leadership development, performance management, induction & young professional programmes, or mobility & developmental assignments. A separate list of activities within each portfolio will be provided to the Talent Development Officers accordingly.

Generic duties include:

- managing the Talent Development Portfolio on a day-to-day basis;
- monitoring, impact analysis and marketing of the talent development activities;
- tracking and sharing knowledge among all Talent Development Officers.

The postholder will develop and maintain strong interactions with external providers and vendors to negotiate contracts and service provisions; with the participants of talent development activities to manage their expectations and with HR Business colleagues to advise and guide them and provide various levels of support.

Technical competencies

Experience in the execution, management and delivery of talent development programmes

Understanding of assessment tools and methodologies

Experience in managing talent development/L&D programmes and budgeting

Knowledge of the entire performance management cycle

Knowledge of on-line learning methods and practices

Negotiation skills

Behavioural competencies

Customer Focus

Relationship Management

Planning & Organisation

Communication

Responsible Decision-Making

Education

Applicants should have a Master's Degree in an engineering or science discipline.

Additional requirements

- We are looking for a combination of technical background and HR-related experience. Additional certification in HR-related subject matters is considered a definitive asset.
- A minimum of 5 years of recent experience is required in the field of human resources management, in particular in talent management or learning and development (L&D). Previous experience in the engineering or science field will be viewed as an asset.
- A demonstrable track record across talent management or learning and development, mainly in the execution and delivery of creative talent development programmes, e.g. leadership development programmes, curriculum programmes, talent pools, career or learning paths, entry-level programmes, team effectiveness interventions, mentoring, coaching, succession planning, or career mapping.
- A good understanding of or experience with assessment tools and methodologies, instructional design, psychometric testing and/or similar assessment tools.
- To be knowledgeable about the entire performance management cycle, from goal-setting to reward & recognition.
- Experience developing and working with learning management systems. Familiarity with digital and online learning methods and practices is a plus.
- Experience in managing talent development/L&D programmes and budgeting.

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 November 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.