

## Head of the Workforce Management Office

**Job Req ID:** 15221

**Closing Date:** 23 May 2022

**Publication:** Internal & External

**Vacancy Type:** Permanent

**Date Posted:** 24 April 2022

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. We therefore welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

This post is classified A6 on the Coordinated Organisations' salary scale.

### Location

ESA Headquarters, Paris, France, or ESTEC, Noordwijk, Netherlands

### Description

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

### Duties

You will report to the Director of Internal Services and will be responsible for evolution of the Agency's organisation and workforce, for overall strategy on the use of industrial manpower support and for maintenance of the related management policies. Your responsibilities will cover the following main areas in particular and will include:

#### Workforce governance

- defining the Agency resource strategy in line with Agency policies, priorities and constraints
- defining sourcing models according to competences and functions
- implementing the ESA organisation according to strategic objectives
- interfacing with Member States on the evolution of manpower resources

#### Workforce management

- elaborating analysis and metrics (including benchmarks) to support workforce allocation across the Agency
- proposing measures to increase efficiency and effectiveness in the use of the Agency's workforce
- assessing workforce needs according to responsibilities and priorities; approving workforce plans based on competences and sourcing models
- maintaining the Agency Resource Plan, controlling its implementation and reporting on workforce evolution and associated cost

#### Industrial manpower support

- reviewing the industrial manpower support in place and proposing recommendations for synergies and efficiencies
- strengthening the coordination and governance of manpower frameworks across the Agency and defining common guidelines and harmonisation of practices in compliance with regulations
- evolving industrial manpower support in line with the Agency resource strategy
- maintaining an overview of industrial manpower support across the Agency.

Fulfilling these responsibilities involves close coordination with all ESA Directorates and Corporate Services, in particular Human Resources, Procurement, Legal Services and Industrial Policy.

## **Technical competencies**

Control and monitoring of ESA Staff resources and Industrial Manpower Support  
Understanding of the Agency's core business and structures and relationship to other Space Agencies  
Understanding of ESA's legal environment, convention, rules, procurement regulations and policies  
Ability to define strategy and associated objectives and plans  
Budgeting, resources planning, monitoring and control processes and techniques

## **Behavioural competencies**

Result Orientation  
Operational Efficiency  
Fostering Cooperation  
Relationship Management  
Continuous Improvement  
Forward Thinking

## **Education**

A master's degree in engineering or science is required.

## **Additional requirements**

You should also have:

- proven experience of leading, motivating and developing a team;
- the ability to provide strategic direction to the individuals and teams within the Department and to relate team objectives to the overall, evolving organisational goals and context;
- the ability to drive performance and foster cooperation within and across teams throughout the organisation;
- demonstrated excellent leadership, relationship management and communication skills, both oral and written;
- a proven track record of representing the Agency's interests to external interfaces;
- excellent cognitive, analytical, delegation, planning and organisational skills;
- the ability to anticipate problems, solve complex issues and relate situations to their context;
- the ability to deliver results based on solution-orientated, pragmatic and timely decisions of high standard and integrity;
- the capacity to support others (team members, upper management, other stakeholders) in the delivery of results.

People management experience 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](#).

For further information please visit: [Professionals](#), [What we offer](#) and [FAQ](#)

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.

At the Agency we value diversity and welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support in the workplace. The Human Resources Department can also assist during the recruitment process. If you would like to discuss this further please contact us at [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, and Canada, Latvia, Lithuania 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 conducted by an external background screening service.