

Human Resources Advisor

Job Req ID: 15220

Closing Date: 23 May 2022

Publication: Internal & External

Vacancy Type: Permanent

Date Posted: 25 April 2022

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. 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 A2-A4 on the Coordinated Organisations' salary scale.

Location

ESTEC, Noordwijk, Netherlands

Description

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

Duties

Reporting to a HR Business Partner, you are the focal point for staff and managers assigned to you and provide individual support and advice with an emphasis on people management and talent development. Your responsibilities include promoting a positive work environment and the Agency's HR management practices. You play an important role in the ongoing improvement of HR policies and processes.

An important part of your responsibilities is taking the lead in recruitment activities and acting as the HR representative in the corresponding recruitment interviews.

You advise staff on mobility, career management and the development of skills and competences. You advise and assist with vacancy applications and interview preparation, as well as with personal development initiatives. You also provide support to staff and managers for all aspects of performance management. You organise and follow-up the Merit Recognition and Promotion exercise for your allocated Directorates.

HR Advisors support staff planning activities and HR Business 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
Knowledge of change management principles
Knowledge of performance management principles

Behavioural competencies

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

Education

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

Additional requirements

You should have at least 5 years of 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](#).

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.

The Agency may require applicants to undergo selection tests.

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us 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, Latvia, Lithuania 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 or balanced Member States*.

(<https://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 conducted by an external background screening service.

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.

*Member States, Associate Members or Cooperating States.