



The Hague, 16 February 2012

File n°: Europol/2012/TA/AD5/071

JOB DESCRIPTION

Name of the Post: **Legal Specialist in the Human Resources Unit, Legal Group – AD5**

Reporting to: **Senior Specialist of the Legal Group
Head of the Human Resources Unit**

1. Background

Applications are invited for this position at the European Police Office (Europol).¹

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website www.europol.europa.eu.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Purpose of the post

The main role of the Human Resources Unit is to ensure the efficient and effective management and development of staff within Europol.

The Human Resources Unit is responsible for the efficient and effective recruitment, relocation, development and training of staff as well as the administration of all personnel matters.

The successful candidate will be mainly responsible for supporting the Senior Specialist in handling HR legal matters relating to Europol's administration and personnel.

3. Tasks and responsibilities

The successful applicant will have to carry out main duties within the following areas:

- Implement the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, the Europol Staff Regulations, the Local Staff Regulations and all related implementing rules and internal legal acts taking into account organisational and individual needs;
- Draft and review implementing rules and internal legal acts, including the drafting of relevant Human Resources policies and recommendations to ensure the coherency and quality of Europol's legal instruments and policies;
- Provide legal advice, both verbal and in writing, to management, staff and colleagues on all Human Resources aspects;
- Advise on working conditions and leave administration;
- Manage Europol's employment contracts in line with organisational policy;
- Manage requests and complaints in a consistent and objective manner in line with the legal framework and applicable case law;
- Implement the reassignment and reclassification policy of Europol in accordance with the legal framework;
- Advise on rights and obligations of (former and current) Europol staff and their entitlements (emoluments and social security benefits);
- Advise on contracts with external contractors related to the HR unit;
- Ensure efficient and effective contacts with the Commission, the network of other agencies, the Dutch authorities, and interact with other external organisations in relation to personnel issues;
- Prepare for and participate in internal and external meetings and conferences in the area of HR legal issues;
- Perform any other task requested by the Senior Specialist in charge or by the Head of the Human Resources Unit to assist in dealing with HR related issues.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have

- Possess a level of education which corresponds to completed **university studies in law** attested by a diploma when the normal period of university education is at least **3** years;
- In addition to the above have at least **2** years of relevant professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

- Experience in the areas mentioned under tasks and responsibilities obtained in the public sector, corporate or consultancy environment as legal expert in HR related issues;
- Experience of working in an international, multi-disciplinary environment;
- Experience in providing pro-active professional legal HR advice in a broad range of operational issues.

Desirable:

- Experience of working in an EU Institution/Agency in the areas mentioned under tasks and responsibilities;
- Experience of working with case law.

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

b. Professional knowledge:

Essential:

- Sound knowledge in the area of employment law.

Desirable:

- Knowledge of the Staff Regulations and Conditions of Employment of Other Servants of the EU and its implementing rules;
- Knowledge of French (in order to check relevant case law which might be published only in French).

c. Technical skills and competencies:

Essential:

- Excellent analytical skills, with the ability to quickly summarise complex issues in order to brief staff and colleagues as well as senior management.
- Excellent communication skills in English, both verbally and in writing;
- Excellent planning and organisational skills;
- Flexibility to work with three different legal frameworks simultaneously;
- High degree of integrity and objectivity;
- Keen eye for detail and ability to provide accurate and consistent legal advice within the deadlines;
- Ability to deal with sensitive and confidential issues;
- Proficient user of MS Office applications, including Outlook and the internet (Curia Case law; EUR-Lex etc.).

d. Social skills and competencies:

- Excellent interpersonal skills, including the ability to effectively liaise with other departments, units and groups as well as with external partners;
- Stress resistance;
- Good negotiation skills;
- Ability to function both as an independent professional as well as a member of a team;
- Service oriented approach.

5. Selection procedure

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

Europol Public Information

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

For **restricted posts** the Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the Management Board. The additional member(s) will be either a representative from the Presidency or a representative from the Presidency and one from another Member State.

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AD5

The basic monthly salary is EUR **4 349, 59** (step 1) or EUR **4 532, 36** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of 6 months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

In order to ensure that all candidates who have successfully passed a selection procedure comply with the security standards and do not have a criminal record we request all successful candidates to apply for a national "certificate of good conduct" at the time an offer of employment is made.

The certificate of good conduct provides evidence that the candidate is suitable to be employed by Europol. However, the national certificate of good conduct **does not substitute a full security clearance that must be carried out for all Europol staff in accordance with the clearance level determined for the position.**

7.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AD 5 pursuant to Article 2 (a) of CEOS, for a period of 5 years.

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal basis for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

Europol Public Information

The Head of Unit of the Human Resources Unit is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu). Applications sent to the DPO or JSB will not be processed and will be deleted.

9. Additional information

9.1 Main dates

Deadline for application: 29 March 2012
Recruitment procedure: to be determined
Starting date of employment: as soon as possible

9.2 Application process and selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact details

For further details on the application process please call +31 (0) 70 303 5075 or +31 (0) 70 353 1628.