

## VACANCY NOTICE

**Name of the Post:** **Head of Business (European Cyber Crime Centre EC3) in the Operations Department (AD12)**

**Reporting to:** **Deputy Director of the Operations Department**

### 1. About Europol

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

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](http://www.europol.europa.eu).

**Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well balanced geographical distribution among its staff members.**

### 2. Background and main purpose of the post

Under Europol's organisational structure, the Operations Department hosts four Business Areas. The aim of this vacancy notice is to recruit the Head of Business area EC3 (European Cyber Crime Centre). The EC3 started its activities in January

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

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2013 to serve as the European cybercrime information focal point in the fight against cybercrime in the European Union, deliver operational and investigative support to the Member States on cybercrime investigations and support to the European Union's institutions and Member States in building operational and analytical capacity for investigations and cooperation with external partners, being the collective voice of European cybercrime investigators across law enforcement.

These responsibilities are exercised primarily by:

- Providing leadership and direction in the Business Area, including the setting, implementation and delivery of policies and objectives;
- Planning, directing and coordinating the use of the Organisation's resources in the delivery of the Business Area activities, maximising effectiveness and increasing efficiency;
- Business planning, business evaluation and performance management within the Business Area, including responsibility for the quality of the Business Area's products and services;
- Building and developing effective cooperation networks within the EU and international law-enforcement community with the private sector and others, as appropriate;
- Representation of the Business Area and Europol (as appropriate) in internal and external meetings and conferences;
- Ensuring that data entrusted to the Business Area are protected and used in accordance with the relevant Europol regulations and those limitations set by the data owners;
- Ensuring that relevant Europol security policy, standards and procedures are known and applied by all staff under their area of responsibility.

The Head of Business will be responsible for the effective discharge of these responsibilities under the supervision of the Head of Department, Deputy Director Operations.

### **3. Tasks and responsibilities**

The successful applicant will be assigned the following tasks and responsibilities:

1. Supporting the Director and Deputy Director of Operations Department (DDO) in the fulfilment of Europol's objectives, in particular those assigned to this post (see above);
2. Defining and preparing the strategic goals and direction in the field of the Business Area;
3. Leading and supervising the staff and teams in the EC3 Business Area, with the aim of promoting effective inter-departmental cooperation within Europol and delivering maximum support to Member States;
4. Monitoring the performance of teams in the Business Area and the value of their operational output;
5. Ensuring sound financial management of the funds allocated to the EC3 Business Area;
6. Performing any other task requested by the Director or the DDO in his area of competence.

## 4. Requirements

### 4.1 Eligibility criteria:

#### a. Candidates must

- Be a member of a competent authority in the meaning of the Article 3 of the Europol Council Decision and enjoy full rights as a citizen of a Member State;
- 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;<sup>2</sup>
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union.

#### b. Candidates must have

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

**OR**

A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is three years;

**OR**

Professional training of an equivalent level in a relevant area (e.g. Police Officer's School) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

| Duration of professional training   | Professional experience |
|-------------------------------------|-------------------------|
| More than 6 months and up to 1 year | 4 years                 |
| More than 1 year and up to 2 years  | 3 years                 |
| More than 2 years and up to 3 years | 2 years                 |
| More than 3 years                   | 1 year                  |

- **In addition** to the above at least **15** years of professional work experience gained following the award of any of the qualifications mentioned above.

<sup>2</sup> 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) Conditions of Employment of Other Servants of the European Union (CEOS)

## 4.2 Selection criteria:

### a. Professional experience:

#### Essential:

- At least 8 years of senior management experience in Law Enforcement areas;
- Experience with planning at management level;
- Experience of liaison and international cooperation on operational, strategic as well as policy matters;
- Long term operational experience in international investigations;
- Possess and maintain a network of (law enforcement) international contacts in particular in the area of cybercrime.

#### Desirable:

- Experience in the area of law enforcement within EU/international environment;
- Experience in project management;
- Experience of cooperating with private sector partners in the area of cybercrime.

### b. Professional knowledge:

#### Essential:

- Have good knowledge of the EU police cooperation matters;
- Good understanding of cybercrime;
- Sound knowledge of international police cooperation;
- Sound knowledge of the EU internal security architecture.

#### Desirable:

- Good knowledge of the cyber dynamics;
- Sound knowledge of Europol's regulatory framework.

### c. Managerial skills and competencies:

#### Essential:

- Managing – developing and implementing work processes; drawing up and managing budgets; introducing improvements and supervising change in work methods;
- Steering – ensuring the achievement of set objectives by efficiently managing time, human, material and financial resources;
- Integrating – integrating and linking relevant data, understanding the critical issues, formulating alternatives and reaching correct conclusions;
- Motivating – achieving high team performance by entrusting the right people with right responsibilities, recognising their efforts and adjusting own management style as necessary;
- Guiding people – giving clear guidance, monitoring progress and taking corrective measures in order to achieve the set objectives in accordance with the available means;

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- Influencing – persuading others by making good impression, using convincing arguments, creating win-win situations and adapting to the audience in order to reach the goals;
- Coping – controlling one’s emotions and responding in a constructive way to stressful situations, when facing obstacles, opposition and criticism;
- Managing diversity – showing awareness of all dimensions of diversity; creating an inclusive and respectful working environment that values diversity and accommodates different working styles and contributions of the team; proactively addressing sensitive diversity related issues.

### d. Leadership skills and competencies:

#### Essential:

- Develop vision and strategy - developing a compelling mission, vision and strategy that has mid and long-term impact and can be understood and accepted by staff as meaningful for their daily work;
- Drive performance - proactively and energetically implementing Europol’s mission, vision and strategy in such a way that Europol meets its organisational objectives;
- Enterprising - identifying and realising opportunities for innovation that strengthen Europol’s relevance as a key actor in its field;
- Networking - establishing effective relationships within Europol and building strategic alliances with the external environment;
- Managing the business - demonstrating a deep understanding of the business and taking commitment to act upon these insights to secure operational excellence;
- Inspiring people - inspiring long-term motivation and organisational loyalty by acting as a role model and by complying with the organisation’s mission and values.

### e. Technical skills and competencies:

#### Essential:

- Excellent communication skills in English, both verbally and in writing;
- Possess the ability to translate strategy into practice;
- Be practical and results oriented with excellent analytical, problem solving and decision-making skills;
- Strong professional drive.

### d. Social skills and competencies:

#### Essential:

- Ability to work effectively in an international and multi-cultural environment;
- Ability to work effectively in a complex and fast changing environment both independently and in (cross-functional and cross-organisational) teams;

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- Have a high degree of integrity and professional credibility, accountability.

### 5. Selection procedure<sup>3</sup>

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.

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.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5<sup>th</sup> highest scoring candidate will be included to the list of invited candidates.

**Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and assessment centre 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: AD12

The basic monthly salary is EUR **10,406.80** (step 1) or EUR **10,844.10** (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.

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<sup>3</sup> Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

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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 **9 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

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The minimum requested level of Security Clearance for this post is **SECRET UE/ EU SECRET**.

#### 7.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AD 12 pursuant to Article 2 (f) of CEOS, for a period of 5 years<sup>4</sup> (full-time – 40 hours a week).

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](http://www.europol.europa.eu).

### 8. Data protection

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<sup>4</sup> For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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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 bases 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.

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](http://www.europoljsb.consilium.europa.eu)).

### 9. Additional information

#### 9.1 Main dates

Deadline for application: **25 September 2015**  
Recruitment procedure: **November 2015**  
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](http://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) 70 353 1583 or +31 (0) 70 353 1679.