VACANCY NOTICE

Name of the Post: Business Manager Security – within the Governance Department at Europol (AD9)

Reporting to: Deputy Director Governance

1. About Europol

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

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.

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1 Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.
2. Background and main purpose of the post

Under the supervision of the Deputy Director of the Governance Department, who acts as the Security Coordinator of Europol, the Business Manager Security will be responsible for the development, implementation and management of Europol’s corporate security interests.

This includes the management of all security staff; supervising measures concerning physical security and safety; enforcing security provisions concerning physical security; conducting investigations of security breaches and administrative inquiries; managing the handling of information security and classified information; supervising security engineering; coordinating preventive measures for the safety of Europol Staff, Europol information, and Europol installations; managing threat and risk assessments with regards to physical security, the organisation and its personnel. It also includes continuous monitoring of security measures and policies, business continuity management, managing security clearances, maintaining the confidentiality desk and providing the Security Committee Secretariat function.

3. Tasks and responsibilities

The successful candidate will carry out the following main duties:

- Providing leadership and direction to the Business Area Security in fulfilling the objectives set out in the Europol Council Decision and as given by the Justice and Home Affairs Council and appropriate supervisory bodies, such as the Management Board;
- Leading by example by managing the business area and its relationship with others internally so as to promote effective inter-departmental cooperation in Europol;
- Day-to-day management and administration of all tasks and responsibilities assigned to the business area, including HR and budget management;
- Ensuring the implementation of decisions of Europol’s supervisory bodies, such as the Management Board and the Europol Directorate at business area level;
- Business planning, business evaluation and performance management within the business area, including quality control of the related products and services;
- Proper representation of the business area and Europol (as appropriate) in internal and external meetings and conferences including presentations in the field of the business areas’ competence;
- Ensuring that data entrusted to the business area is 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;
- Participating in Europol stand-by-duties when required;
- Performing any other task in the area of competence assigned by the Director or the Security Coordinator.
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;\(^2\)
- 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:**

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 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 1 year when the normal period of university education is at least 3 years;
  
  **OR**
  
  Professional training of an equivalent level in a relevant area (e.g. Police Academy) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

<table>
<thead>
<tr>
<th>Duration of professional training</th>
<th>Professional experience</th>
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<tbody>
<tr>
<td>More than 6 months and up to 1 year</td>
<td>4 years</td>
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<tr>
<td>More than 1 year and up to 2 years</td>
<td>3 years</td>
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<tr>
<td>More than 2 years and up to 3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>More than 3 years</td>
<td>1 year</td>
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**In addition** to the above at least 12 years of professional work experience gained following the award of the diploma.

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\(^2\) 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 fulfills the requirements of Article 12(2)(d) CEOS
4.2 Selection criteria:

a. Professional experience

Essential:
- Experience of managing security operations and of advising on complex security measures, including for special events;
- Experience in managing and supervising staff;
- Experience of business continuity planning, risk management and strategy development;
- Experience of working in a high security environment.

Desirable:
- Experience of working in an international environment;
- Experience of working in a law enforcement environment.

b. Professional knowledge:

Essential:
- Knowledge of the law enforcement environment and practices at international level;
- Knowledge of security principles and practices including site security and public safety best practice;
- Knowledge of applicable regulatory legislation.

Desirable:
- Knowledge of the EU legal framework in general and the area of law enforcement cooperation in particular;

c. Managerial skills and competencies

- 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;
- 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;
Europol Public Information

- 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. Technical skills and competencies:

**Essential:**
- Excellent communication skills in English, both orally and in writing;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Excellent analytical, organisational and decision-making skills including the ability to establish clear priorities.

**Desirable:**
- Presentation skills;
- Ability to manage projects and familiarity with project management terminology and methodology.

e. Social skills and competencies:

**Essential:**
- Excellent interpersonal skills with ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders and to understand organisational dynamics;
- Highly developed negotiation skills and the ability to influence others;
- Ability to manage a diverse team including the ability to motivate staff, effectively plan and monitor the work of other staff members, provide guidance and set direction;
- Ability to work effectively in an international and multi-cultural environment;
- Ability to display initiative, flexibility and a drive for improvement.

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.

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3 Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol’s website.
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 5th 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: AD9
The basic monthly salary is EUR 7185, 01 (step 1) or EUR 7486, 94 (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 managerial allowance, expatriation allowance, household allowance, dependent child allowance and education 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 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 9 pursuant to Article 2 (f) of CEOS, for a period of 5 years (full-time – 40 hours a week).

The contract may be renewed for a period of 4 years. 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.

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4 For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.
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 Communities (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 Administration 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).

9. Additional Information

9.1 Main dates:

Deadline for application: 23 March 2015
Recruitment procedure: May 2015
Starting date of employment: as soon as possible

9.2 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) 70 353 1583 or +31 (0) 70 353 1628.