



The Hague, 26 October 2015

Reg. n<sup>o</sup>: Europol/2015/TA/AD8/201

## VACANCY NOTICE

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**Name of the Post:**        **Senior Specialist – Information Architect (AD8), within the ICT Business Area of Europol**

**Reporting to:**            **Head of ICT**

### 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.**

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

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

The ICT Business Area has the mission of providing advanced high-security information management and communication capabilities that enable the mission of Europol against serious, organised and cyber-crime.

Over 120 internal staff members complemented by external resources are responsible for devising, developing, delivering and operating advanced information management and communication technology capabilities that ensure enhanced criminal information analysis and exchange among Member States and third parties.

The selected candidate will exert thought-leadership in his/her domain, taking up the challenge of leveraging his expertise, skills and market's best practices to evolve the Information Architecture domain at Europol, allowing for the ICT capability to significantly make a step forward in supporting business needs with a suitable Solution Architecture.

The candidate will closely interact with the business counterparts as a member of a dynamic group of peers that tackle Information Architecture analysis and modelling tasks for a complex and varied portfolio of business solutions, providing the appropriate means to identify information assets, their source, structure, classification, associations and usage, helping systematic resolution of business needs into application features and components.

Due to the complexity of the tasks, the selected candidate will be expected to have significant expertise in Information Architecture as well as the strong communication abilities also under stressful and time-constrained situations, reporting to the Head of ICT and being exposed, where and if needed, to Europol's Directorate requests for information and support.

The candidate should possess the ability and attitude to lead specialised groups of architects and/or engineers (Europol staff or consulting resources) delivering complex architectural artefacts and reports, including roadmap definitions in line with the Enterprise Architecture.

## **3. Tasks and responsibilities**

The successful applicant will:

- Translate Europol operational and corporate information management needs into information usage and data management patterns defining information architectures that optimise the efficiency and effectiveness of business processes;
- Develop and maintain the Europol enterprise information architecture, including information object models, ontologies, information governance mechanisms, high-level information models, and data integration structures, for core business and administrative systems;
- Establish and evolve the Integrated Data Management concepts and architecture components required to enable the realisation of target ICT solutions, providing guidance and review for their design and implementation;
- Ensure that the information architecture is compliant with ICT Security, Personal Data Protection standards and specific Europol operational data processing regimes;
- Assess business cases, project proposals, and project deliverables, to determine the impact on, and compliance with the overall information architecture;
- Collaborate with business representatives and the Business Architect to understand and elicit information needs and information exchange needs;

- Collaborate with the security architect to ensure compliance with Europol's specific security and Data Protection regime;
- Support the application and infrastructure Solution Architects in evaluating and selecting the technical patterns, mechanisms and product types that are required to implement the target information architecture;
- Cooperate with ICT solutions and infrastructure engineering teams in areas directly related to enterprise information architecture.

In addition, (s)he will:

- Produce, maintain, update, expand and disseminate the set of baseline and target architecture documentation, including architecture standards and development roadmaps aligned with the business strategy and the Strategic View on Information Management on one side and with the IT evolution and Strategic View on ICT on the other side;
- Assume architecture compliance roles in ICT development projects;
- Monitor and/or participate to selected EU, law enforcement, or other relevant forums, and sponsor internal adoption of interfaces and standards, particularly in the area of Law Enforcement information exchange standards such as UMF;
- Perform any other tasks as assigned by the Line Manager.

## 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;<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 to the extent necessary for the performance of the duties.

#### b. Candidates must have:

- A level of education which corresponds to completed university studies, preferably in the areas of Information Management, ICT Engineering or Computer Science, 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, preferably in the areas of Information Management, ICT Engineering or Computer Science attested by a diploma and

<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) CEOS

appropriate professional experience of at least 1 year when the normal period of university education is 3 years.

- **In addition** to the above at least **9** years of professional work experience gained in the area of ICT after the award of the diploma.

## 4.2 Selection criteria:

### a. Professional experience:

#### Essential:

- Enterprise Information Architecture experience in complex, large scale environments: professional experience in the processes and methods of an established architecture function, involved in architecture definition, specification, communication and change management, and in providing architecture oversight to ICT delivery projects;
- Professional experience in developing information management architectures, particularly in the following domains:
  - Data management patterns (e.g. case and records management);
  - Information usage patterns (e.g. search and cross-matching);
  - Business innovation driven by new possibilities for data generation, data collection, data fusion, data federation and integration, and information distribution (e.g. sensor data, big data, improved decision-making driven by networked information sharing);
  - Information governance and data quality management;
  - Information security and data protection;
- Professional experience in information standardisation and interoperability;
- Professional experience in analysing business services and processes to identify information needs, information products and information exchange requirements;
- Professional experience in the development of definitions and ontologies;
- Professional experience in information modelling, conceptualisation and visualisation of information architecture models and designs;
- Professional experience in standard architecture frameworks (such as The Open Group Architecture Framework);
- Experience with the Archimate 2.0 modelling standard or equivalent;
- Experience in developing C-level reports and briefs related to Information Architecture principles, decisions, requirements and solutions devised in support of identified business needs;

#### Desirable:

- Work experience in a complex public sector environment, or at least in a highly regulated environment with an articulated governance model;
- Experience in designing and enforcing compliance with of European Data Protection rules and their practical implementations;
- Experience with in ICT solutions specific to the Law Enforcement and Justice areas;
- Experience of working in an international, multi-disciplinary environment;
- Experience of operating in multi-disciplinary teams working on complex designs;
- Experience in the following domain areas:
  - Information and intelligence analysis;
  - Collaboration and content management;
  - Knowledge management.
- Experience in using Enterprise Architecture tools, such as Casewise Corporate Modeller or Sparx Enterprise Architect
- Knowledge and experience with information modelling standards, in particular ORM, optionally XML, RDF, OWL;

### **b. Professional knowledge:**

#### **Essential:**

- In-depth ability to identify data management and information usage patterns and the role of information in executing business services, e.g. how the nature and structure of information impacts the efficiency and effectiveness of business processes;
- Knowledge of the concepts, methods, techniques, and representative products in the following domain areas:
  - Information governance;
  - Data quality management;
  - Case and records management;
  - Search and cross-matching;
  - Information security and data protection;
  - Data fusion, federation and integration;
- Knowledge of information and data modelling approaches and techniques;
- Knowledge of processes for standards development;
- Knowledge of cryptographic techniques in order to adequately collaborate with the security architect.

### **c. Technical skills and competencies:**

#### **Essential:**

- Excellent communication skills in English, both orally and in writing;
- Strong analytical and problem solving skills including the ability to anticipate potential problems, determine and implement solutions;
- Excellent organizational skills with the ability to organize, guide, plan and track assignments for consultant's work;
- Excellent PC skills with professional competence on the Microsoft Office product suite.

#### **d. Social skills and competencies:**

##### **Essential:**

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;
- 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 establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

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

The Contracting Authority sets up a Selection Committee which consists of three members, one from the Business Area Administration/Recruitment and Selection Team of Europol, one from the concerned Business Area or Department and one designated by the Staff Committee.

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.

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 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**

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

**Scale: AD8**

The basic monthly salary is EUR **6.350,35** (step 1) or EUR **6.617,20** (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 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 up to **UE CONFIDENTIEL/EU CONFIDENTIAL**.

### **7.3 Contract of employment**

The successful candidate will be recruited as **Temporary Agent AD8** 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 once for a period of 4 years. Only in highly exceptional cases, Europol grants third contracts of an indefinite nature.

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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.

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**

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 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](http://www.europoljsb.consilium.europa.eu)). Applications sent to the DPO or JSB will not be processed and will be deleted.

## **9. Additional Information**

<b>9.1</b>	Deadline for application:	30 December 2015
	Selection procedure:	February 2016
	Starting date:	To be confirmed

### **9.2 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 1298.