



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Head of sector " Staff well-being and development "

Reference number: COR/AD5-AD12/32 BIS/24

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.3 – Working Conditions and Talent Management
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	15/11/2024
Deadline	02/12/2024 at noon (Brussels time)

## 1. Your job and responsibilities

Are you interested in staff learning, development, well-being and engagement? Are you motivated by staff development in line with the evolution of service needs? Are you able to adapt working conditions at the European Committee of the Regions (CoR) in order to make it more attractive? Are you able to multi-task and oversee a wide range of administrative, strategic and financial activities? Are you able to motivate, coordinate and develop a team?

As Head of the 'Staff Wellbeing and Development' sector of 'Working Conditions and Talent Management' Unit, you will be responsible for the 'Training and Development' and 'Working Conditions' teams, as well as for the issues of career mobility and staff involvement.

You will be responsible for planning, implementing, monitoring and reporting on all areas within the remit of the sector (training, working conditions, career mobility and staff engagement), as well as the day-to-day management and supervision of the team. You will supervise ten members of staff divided into two teams (one of which is coordinated by a team leader assistant) and, as an authorising officer by subdelegation, the budget lines relating to learning and development. Working with his or her teams, the Head of sector is responsible for ensuring compliance with the rules and procedures applicable to the sector's area of responsibility, and for relations and communication with staff and customer services on all matters relating to the sector's remit.

Under the supervision of the Head of Unit, you will also have the following responsibilities:

- Ensuring the day-to-day supervision of sector's tasks;
- Contribute to the implementation and appropriate monitoring of the institution's human resources (HR) policies relating to professional development, talent management, training, career guidance and follow-up of other institutions' practices;
- Contribute to the implementation and appropriate monitoring of the institution's HR policies relating to well-being and time management policies;
- Coordinating, in conjunction with the Medical Officer and the 'Working Conditions' team leader, campaigns relating to staff well-being, the development of policies in this area and the policy for monitoring absenteeism;
- Drafting and updating policies, decisions and procedures relating to the sector's areas of responsibility;
- Providing support and advice to management on staff development and team performance;
- Ensuring appropriate day-to-day communication of information relating to the sector's areas of responsibility, including staff notices, intranet updates, etc.
- Participating in inter-institutional networks and working groups in the sector's areas of competence, such as the Inter-institutional Working Group and/or the Preparatory Committee on Staff regulations matters (CPQS), and maintain relations with counterparts in other European Union institutions, including the European Economic and Social Committee (EESC);
- Monitoring general developments at inter-institutional (and international) level in the sector's area of competence and, where necessary, take initiatives to update internal policies;
- Ensuring financial, budgetary and contractual management in relation to the sector's responsibilities.

## **2. Who are we? What are our future challenges?**

Our E.3 'Working Conditions and Talent Management' unit employs 23 people and is part of the Directorate for Human Resources and Finance. It is divided into 2 sectors:

- Staff well-being and development;
- Financial entitlements and inclusive workplace;

In addition, the unit is in charge of the medical and social service, of the traineeships office and of the social dialogue with staff representatives (Staff Committee and unions).

The unit's activities are guided by a human resources policy that serves the institution's strategic interests and priorities by providing an attractive, high-performance and flexible working environment and offering a high-quality service to staff and management.

The main task of the 'Staff Wellbeing and Development' sector is to develop tools to enable CoR staff to work in an attractive environment that respects their work-life balance and cares for their

well-being (in close liaison with the medico-social service, including well-being initiatives and monitoring sickness absence).

The sector is also responsible for planning, organising and providing relevant, up-to-date and high-quality training. We also offer a career guidance service for members of staff who wish to reflect on, and possibly redirect, their career path within the CoR. Our 360° feedback tool offers managers the opportunity to gather feedback and improve their managerial skills. Finally, our social actions, networks and events are an essential tool for staff cohesion.

Our main achievements:

Over the past few years, the Unit has played a key role in the institution's successful management of the COVID-19 pandemic crisis, by rapidly switching all training courses to digital format, adapting working conditions to teleworking, providing staff and managers with COVID-19 vaccines, and ensuring the social and psychological well-being and medical support of isolated and needy people during and after confinements. Finally, the Unit is also playing an important role in implementing the 'Going for Impact!' plan, which aims to increase the CoR's impact, outreach and performance by transforming it into an intelligent, modern administration.

Our upcoming challenges:

As part of the talent management strategy, the unit is responsible for implementing a new proactive mobility policy and coordinating the inter-institutional job shadowing initiative.

### **3. Are you the talent we are looking for?**

#### **3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED**

- Think with a critical spirit, analyse and solve problems pragmatically;
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties;
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results;
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity;
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously;
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment;
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

### 3.2 JOB-SPECIFIC REQUIREMENTS

- You have at least two years' solid experience and proven knowledge of the sector's areas of responsibility, with a particular focus on vocational training;
- You have excellent analytical skills and a good knowledge of the Staff Regulations of Officials of the European Union;
- You are able to manage teams and delegate, supervise, give and receive feedback and motivate staff;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a high level of English and French is required;
- You are familiar with IT applications and tools (Outlook, Excel, Word, SharePoint, etc.);
- You are detail oriented.

### 3.3 ASSETS

- Knowledge of ARES and relevant training to help staff use it effectively is desirable;
- Previous experience in initiatives and networks aimed at strengthening staff cohesion and/or in designing initiatives related to staff well-being is a major asset.

## 4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- Flexible working hours and teleworking opportunities subject to the needs of the service ;
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation ;
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

## 5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 02/12/2024 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General  
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

