European Committee of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in charge of HR systems transformation and innovation

Reference number: COR/AD5-AD12/39 BIS/24

Directorate	Directorate for Human resources and finance
Unit	Recruitment and career
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	19/12/2024
Deadline	15/01/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you a tech-savvy person, with an interest in human resources? Do you have a particular knack for change management and modernisation through digital means? Do you like helping users and services in using the full potential of a dedicated HR tool and implementing new and innovative working methods? Are you proactive with a strong entrepreneurial attitude and pragmatic and problem-solving approach?

As an administrator in charge of managing the HR tool (currently SysPer) of the European Committee of the Regions (CoR), you will prepare, monitor and coordinate all activities related to the SysPer project. This includes correct access management, implementing new modules, answering questions and resolving issues as a first level helpdesk, liaising with our IT service, DG DIGIT and DG HR of the European Commission and European Economic and Social Committee (EESC) counterparts when necessary. You will also prepare trainings for managers and staff and keep guides and procedures up to date.

As the current HR tool will evolve in the near future, you will also follow-up the development of the new integrated HR platform for the CoR in cooperation with interinstitutional partners, especially with the colleagues from the EESC and the European Commission. You will inform your hierarchy and relevant stakeholders on the progress made and possible challenges ahead.

You will be in charge of modernisation projects of the Recruitment and career unit, using your experience, knowledge and creativity to innovate our ways of working, including through the use of artificial intelligence. You will also be involved in the implementation of the institution's diversity and inclusion strategy at the level of the unit. To perform all these tasks, it will be important that you have good digital and project management skills as well as very good knowledge of the HR rules and regulations of the institution. You act as helpdesk for staff and managers regarding the HR management tool and as a single contact point with the services of the European Commission regarding the implementation of the new HR integrated platform.

Your role will also imply regular HR reporting through PowerBI and management of financial aspects of a Service Level Agreement (SLA) concluded with the European Commission. Occasionally, you might also be required to act as a back-up for other duties of the Recruitment sector, in particular for the administrator in charge of HR data, statistics and the organisation chart.

2. Who are we? What are the challenges for us ahead?

The Recruitment and career Unit is part of the Directorate for Human Resources and Finance of the CoR, composed of five operational units comprising approximatively 70 officials and other servants. The Recruitment and career Unit is organised around two sectors: the Recruitment sector and the Career sector. It is a dynamic team of 13 staff members representing a variety of EU countries, languages and cultures.

The Recruitment sector ensures timely selection and recruitment of all staff categories (officials, temporary/contract/interim staff, seconded national experts, special advisors), management of the organisation staff chart and job descriptions, provides metrics and statistics related to all staff related matters and manages the main HR related tools (SysPer). The Career sector is responsible for the annual assessment and promotion exercises, for management of leaves on personal grounds, and it also implements other statutory provisions with regard to career development (i.e. certification procedure) and individual files. We are currently looking to recruit a new colleague in order to consolidate the team and provide the best possible support to our client services.

Over the last years, we have collectively managed to digitalise all our processes and adapt them to a quickly changing and challenging HR environment. As part of our future challenges, we want to continue modernizing our way of working including with AI, improve the attractiveness of the CoR through targeted employer branding, to retain our talents and to provide more mobility options for staff. We will also follow-up the development and implementation of the new integrated HR application for the institutions.

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 solid experience with IT tools such as BusinessObjects / PowerBI, SysPer and Office applications.
- You have a strong entrepreneurial spirit and the capacity to run independently complex projects implying a wide diversity of internal and interinstitutional stakeholders.
- You have experience in the follow-up and implementation of IT projects and the related change management, preferably related to HR.
- You have a strong technical/IT background.
- You have a very good understanding of the Staff Regulations and Conditions of employment of other servants of the European Union.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English or French is required; at least a satisfactory knowledge of the other of these languages would be an asset.

3.3 ASSETS

- You have previous experience in interinstitutional HR/IT projects.

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. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.

- 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 15/01/2025 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.