



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

HR Legal Officer

Reference number: COR/AD5-AD12/12 BIS/26

Directorate	Human Resources and Finance
Unit	Unit E.3 - Working conditions and talent management
Vacancy	AD5-AD12
Type of post	Official - Administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	16/04/2026
Deadline	07/05/2026 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in legal issues relating to human resources management and the application of the Staff Regulations of Officials and Other Servants of the European Union? Would you like to assist colleagues with reliable and pragmatic legal support?

As HR Legal Officer you would be responsible for providing legal advice for all questions relating to human resources. You would prepare legal advice prior to the drafting of implementing provisions relating to the Staff Regulations, and would provide legal follow-up to individual decisions taken by the Appointing Authority, in coordination with the departments concerned and, where appropriate, with the Legal Service of the European Committee of the Regions (CoR). You would assist the HR units and management in interpreting the Staff Regulations and in the pragmatic, proportionate, and legally sound implementation of initiatives in the field of human resources. You may also be called upon to contribute on an ad hoc basis to the legal aspects of procedures handled by the Recruitment and career Unit.

Reporting to the Head of Unit, you will have the following responsibilities:

- providing legal advice on statutory issues (legal analysis, memo drafting, procedures, compliance checks) and producing opinions on the interpretation of statutory and regulatory provisions, where appropriate in conjunction with the CoR's Legal Service;

- monitoring the legal aspects of drafting general implementing provisions, decisions implementing the Staff Regulations, internal decisions, memos and procedures in the field of human resources;
- monitoring and analysing judgments of the Court of Justice and the General Court relating to human resources, in conjunction with the CoR's Legal Service;
- assisting in the management of specific statutory procedures such as requests for assistance under Article 24 of the Staff Regulations, administrative enquiries, disciplinary proceedings, etc.;
- drafting and updating policies, decisions and procedures relating to human resources;
- coordinating the proper communication of information on statutory rights and obligations, including staff notices, intranet updates, etc.; and
- participating in interinstitutional networks, such as the Preparatory Committee for Staff Regulations Questions (CPQS) and related working groups, representing the institution and coordinating relations with counterparts in other EU institutions.

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

Our Unit E.3 - 'Working Conditions and Talent Management' – employs twenty people and is part of the Directorate for Human Resources and Finance. It is currently divided into two sectors:

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

In addition, the Unit is responsible for matters relating to statutory obligations, ethics and integrity, the Medical and Social Services and the coordination of social dialogue with staff representatives (Staff Committee and trade unions).

Our area of activity:

The Unit's activities are guided by a human resources policy that serves the institution's strategic interests and priorities by providing an attractive, efficient and flexible working environment which offers a top-quality HR service to staff and managers. The main task of the 'Staff Well-being and Development' sector is to develop tools to enable CoR staff to work in an attractive environment that respects their work-life balance and is mindful of their well-being (in close cooperation with the Medical and Social Services, including well-being measures and the monitoring of sick leave). The sector is also responsible for planning, organising and providing relevant and up-to-date training. The 'Financial entitlements and inclusive workplace' sector is responsible for defining staff rights under Annex VII to the Staff Regulations and for managing terminations of activity and a post-activity 'front office'; it is also responsible for diversity and inclusion matters. The unit is likewise responsible for statutory obligations and ethics and integrity issues, including horizontal legal advice, the redefinition of an appropriate ethics framework for the institution and the practical application thereof. Lastly, Unit E.3 coordinates interinstitutional relations, particularly in matters relating to the Staff Regulations (participation in the CPQS and the Staff Regulations Committee).

Our main achievements:

In recent years, Unit E.3 has played a key role in the institution's successful management of changes in working conditions, in particular defining new hybrid working arrangements and

managing change through appropriate training. Unit E.3 also plays an important role in implementing the 'House of the Regions' plan initiated by the Secretary-General, and more precisely the well-being component thereof, which is one of its three priorities. For example, the unit has recently piloted and analysed a staff satisfaction survey on well-being, established a well-being week (2025), and made physical and awareness-raising activities available to staff. In addition to the high levels of satisfaction observed among CoR staff in the satisfaction survey, one objective indicator of well-being is the decrease in the sick leave rate recorded in 2025.

Our upcoming challenges:

Unit E.3 will be reviewing and consolidating the institution's ethics framework and disseminating its values more widely within the institution.

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 periods 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 hold a university degree in law.
- You have solid experience in one of the EU institutions or bodies, with at least two years of managing matters relating to European civil service law.
- You have excellent analytical and communication skills, and proven knowledge of the Staff Regulations of Officials of the European Union.
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of French and English is required.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.

- You demonstrate strong legal rigour, combined with a critical and pragmatic, solution-oriented mindset, and you are able to contribute to the simplification and modernisation of procedures.

3.3 ASSETS

- Previous experience in interinstitutional networks relating to the application of the Staff Regulations (full or alternate member of the CPQS, full or alternate member of the Staff Regulations Committee) would be an 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. 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 07/05/2026 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.