

Notice of vacancy CONS/TA-AD/154

GENERAL INFORMATION

Department	ORG.A Organisational Development Unit
Place of work	Brussels
Title of post	Administrator (Change Manager)
Function group and grade	Temporary staff - AD 6

DEADLINE FOR APPLICATIONS

24/02/2020 at 12.00 (midday), Brussels time

1. WHO WE ARE

The General Secretariat of the Council of the European Union (GSC) ensures the proper functioning of the European Council and the Council and provides them with all the logistical and administrative assistance they need to perform the duties conferred on them by the Treaties of the European Union.

The GSC employs around 2 900 permanent staff from all EU Member States.

The Organisational Development Unit is a unit established to support innovation and organisational development across the GSC. It is directly attached to the Director-General for Organisational Development and Services. It is in charge of horizontal organisational development projects including a pilot project on 'new ways of working'. It supports the top GSC hierarchy in setting the organisation's strategic orientation. It develops and manages the internal communication policy, tools and services of the GSC. It helps GSC staff and services with change management and staff engagement.

2. WHAT WE OFFER

A new position in a dynamic team at the heart of the GSC, with ample opportunity to bring your ideas and experiences to the table. You will be involved in strategic projects that involve change, working with staff, project teams and senior management alike. You will be the leading change expert in our organisation, and we will turn to you for help to ensure that our key efforts meet their objectives.

3. PURPOSE OF POST

Strengthen the GSC's capacity to manage organisational change in a more holistic, effective and inclusive manner by providing support for change projects, developing organisational change management strategies and methodologies, and building change readiness and change management competences

4. TASKS

Work with the change support team and other colleagues from the Organisational Development Unit, GSC senior and middle management, GSC project managers and a range of stakeholders to:

- advise on and apply change management strategies, processes and tools in planning and implementing projects to maximise employee adoption of changes brought about by those projects
- advise senior management on organisational change
- help assess change readiness and conduct impact, stakeholder and organisation analyses
- support the design, development, delivery and management of change-related communication and dialogue
- support the design and delivery of change-related training
- help collate lessons learned and develop an overall change management strategy and methodology

5. WORKING ENVIRONMENT

Workplace: Justus Lipsius and/or Europa Building
Flexible working hours in accordance with service needs.

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

6.1. General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved;
- have fulfilled any obligations imposed by national laws concerning military service.

6.2. Specific conditions

(a) Education

- Have a level of education which corresponds to completed university studies, attested by a diploma recognised in one of the Member States of the European Union, in management, business, behavioural science, social science or a related field

(b) Professional experience

- Have at least 6 years of professional experience in change management at strategic and/or operational level acquired after having obtained the diploma giving access to the selection

The applicable provisions of the Staff Regulations provide that officials may be appointed only on the condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the eligibility conditions for admission at the time of applying.

7. SELECTION CRITERIA

7.1. Essential

- Experience on delivering change at project or organisational level, including experience with large-scale organisational change efforts
- In-depth knowledge of change management approaches, methodologies and tools
- Familiarity with project management approaches and tools and phases of the project lifecycle
- Proven ability to work in English and French
- Client-oriented
- Strong communication skills, written and verbal
- Skilled at building trust-based relationships and influencing others
- Self-starter
- Flexibility

7.2. Advantageous

- Any additional professional experience in a change management role beyond the 6 years required
- Experience in participatory methods/staff engagement
- Change management certification
- Exposure to and experience with a variety of change processes and projects
- Experience of working in a multicultural, multilingual and/or international environment

8. SELECTION PROCEDURE

8.1. Online registration

You may apply only online through the EU CV Online system. (https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or French. Candidates are advised to fill out all relevant fields of the application.

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 9.4).

On completion of your online registration, you will receive a registration number on screen, which you must note down. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered.

An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to make sure that you provide the correct email address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU via Temporary.staffing.requests@consilium.europa.eu, clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

8.2. Selection committee

In order to assist the authority empowered to conclude contracts of employment in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

8.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in section 6 on the basis of the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to take part in the assessment phase.

Only shortlisted candidates will be contacted.

8.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents evidencing their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

8.5. Assessment phase

The interview and/or written test will enable the selection committee to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in English and French.

8.6. Verification of documents and scrutiny

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection committee against the supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

8.7. Reserve list

The best candidates will be placed on the reserve list.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment.

Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

9. EQUAL OPPORTUNITIES

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments in the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (Equal.opportunities @consilium.europa.eu) for further information.

10. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

11. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

12. APPROXIMATE TIMETABLE

Deadline for applications: **24/02/2020 at 12.00 (midday), Brussels time**
Interviews: mid March 2020

13. RECRUITMENT CONDITIONS

Successful candidates may be offered contracts as temporary Council staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants¹. The maximum duration of the contract will be four years, renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 6 step 1 with a basic monthly salary indicated in Article 66 of the Staff Regulations, in force at the time of recruitment².

In addition to the basic salary, the member of temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

Candidates are informed that if they are selected, they may carry on an outside professional activity subject to the following conditions:

- the sole aim of the activity must be to maintain one or more of their professional qualifications;
- in accordance with Article 11 of the Staff Regulations of officials, the activity must in no way constitute a conflict of interest such as is likely to compromise the duty of independence or loyalty incumbent upon officials; and, prior to recruitment, it must be indicated or declared in the form provided for in the third paragraph of Article 11 of the Staff Regulations of officials;
- once recruited, they must first formally request permission in line with Article 12b of the Staff Regulations of officials;
- they must comply with the conditions and limits set out in this regard in the GSC's internal rules on outside activities.

¹ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>.

² At date of publication, the amount corresponding to grade 6 step 1 in function group AD is EUR 5.524,91.

INTERNAL COMPLAINT - JUDICIAL APPEAL - COMPLAINT TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you are dissatisfied with how your application is handled you have the right to complain.

– **Internal complaint**

- Where you receive a decision that you are dissatisfied with you may, within 3 months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG 1.F
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL

e-mail address: legal.advisersHR@consilium.europa.eu

Replies to such complaints are given in writing by the authority empowered to conclude contracts of employment within 4 months of the receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the object of your complaint and to reply to you on that basis.

– **Judicial Appeal**

- If you are dissatisfied with the reply you receive from the authority empowered to conclude contracts of employment under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg

– **Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Conditions of Employment of other Servants and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG.1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for the duration of the reserve list

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at Temporary.staffing.requests@consilium.europa.eu

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave in accordance with the Staff Regulations. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

For further information, send an email to Equal.opportunities@consilium.europa.eu