**VACANCY NOTICE V/AD/ACS/5/2021**

The **European University Institute (EUI),** based in **Florence**, **Italy**
is organising a selection procedure based on qualifications and tests
to draw up a reserve list for the post of

**Quality Assurance Officer - Education**
(Temporary Agent post, type 2a, AST04[1])
in the Academic Service

| Who We Are |
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The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;

- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;

- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: https://www.eui.eu/About

| Our Unit |
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The **Academic Service** is in charge of providing support, including monitoring and assessment, to the EUI's research and teaching activities. The Academic Service oversees and supports the application, selection, and admission processes of master students, early career researchers (i.e. doctoral and postdoctoral fellows), fellows, academic assistants and professors.
The Academic Service collaborates with national and international funding authorities and academic and research institutions around the world.

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[1] cf. Annex II

The Academic Service follows and administers the progress of all academic programmes at the EUI (Master, Ph.D., postdoctoral) in close collaboration with the EUI Academic Units, the Dean of Graduate Studies, and the Dean of Postdoctoral Studies.

It offers a wide range of academic skills and professional development courses and career advice to early career researchers; offers language courses; counselling and wellbeing services and supports a wide range of extracurricular activities.

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**Your Key Responsibilities**

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This is a new and strategic position within the Academic Service focussing on the further development of an EUI-wide Quality Assurance (QA) system. In particular, the *Quality Assurance Officer (QAO)* will be responsible for the operational implementation and management of EUI-wide QA standards for all EUI academic and executive programmes in compliance with the European standards and guidelines, as well as of the accreditation procedure of its Master of Transnational Governance and all future degree programmes.

The post offers an opportunity to contribute to a broad portfolio of tasks to assist in setting benchmarks and certifying the quality of learning and teaching within the EUI.

### *Representation/communication:*

- Communicating with and advising all relevant academic bodies of the EUI, the directors of the academic programmes and the Deans on the implementation of an EUI-wide QA strategy, standards and procedures;
- Liaising with external stakeholders from accreditation institutions and external consultants;
- Liaising with academic partner institutions to benchmark in QA matters;
- Acting as central point of contact within the EUI for all academic QA matters.

### *Policy/ Strategy Making:*

- Providing guidance and assisting in the implementation of quality assurance and the enhancement of policies and strategies at the departmental and institutional levels;
- Managing the QA development and accreditation procedure for EUI degree and executive training programmes;
- Supporting the institutional review and self-evaluation processes, and preparing relevant reports on quality assurance.

### *Level of Expertise:*

- Acting as subject matter expert in respect of quality assurance rules, regulations and standards in global higher education degree programmes and executive training programmes;
- Acting as subject matter expert in accreditation systems and procedures of higher education institutions;
- Acting as subject matter expert in the implementation of the European Credit Transfer and Accumulation System (ECTS) set out by the Bologna Process and the European Higher Education Area (EHEA);
- Keeping abreast of trends and developments in the field of quality assurance in higher education and in regulatory frameworks of post-graduate programmes in Europe and internationally.

*Level of autonomy and accountability:*

- Working with a high level of autonomy, taking a proactive approach to the efficient execution of duties and responsibilities;
- Reporting directly to the Director of the Academic Service.

*Managing people/role in HR processes:*

- Providing guidance in the development, implementation, monitoring and review of QA procedures, including in developing and delivering training opportunities and information sessions for staff.

*Role in administrative processes:*

- Developing and keeping under review: the EUI Quality Assurance/Quality Enhancement Policy; Periodic Quality Review processes and procedures of the academic programme;
- Advising and assisting academic units undergoing Quality Review, liaising with external reviewers and with the EUI Research Council;
- Advising units on the preparation of Quality Improvement Plans, and monitoring the implementation of these plans;
- Coordinating and acting as the reference point for the accreditation procedure of the Master of Transnational Governance and other degree programmes, as well as executive training programmes in the School of Transnational Governance (STG) and Robert Schuman Centre for Advanced Studies (RSCAS);
- Being responsible for maintaining quality assurance policies and procedures and for publishing documentation on these on the EUI website.

## Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies needed for the role include the following:

- Interpersonal skills
- Project and task management
- Initiative/proactivity

## What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.


## How To Apply

Applications must be submitted electronically using the **V/AD/ACS/5/2021** online application form available at

https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

**CLOSING DATE FOR APPLICATIONS: 18 OCTOBER 2021 at 24:00 CEST**

**Before completing the online application form you are invited to read ANNEXES I & II that represent an integral part of this vacancy notice.**

# ELIGIBILITY CRITERIA

**On the closing date for online applications, you must fulfil <u>all</u> the following general and specific conditions:**

## 1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

## 2. Specific conditions

### 2.1 Education (Qualifications)

A level of post-secondary education attested by a diploma, or
a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.

### 2.2. Professional experience[2]

By the deadline for applications, and in addition to the qualifications required above, you must have at least **five years** of relevant professional experience gained after obtaining the diploma required under 2.1.

### 2.3 Knowledge of Languages[3]

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

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[2] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

[3] Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

# SELECTION CRITERIA

*Essential*

- At least 5 years of directly relevant work experience in a similar position, in an academic or research environment;
- Proven understanding of quality assurance and enhancement principles and their application in educational settings;
- Knowledge of and proven experience in accreditation processes;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above), and demonstrated ability to communicate effectively both orally and in writing.

*Advantageous*

- Previous experience in providing professional advice and support to academic staff in the field of quality assurance;
- Work experience as part of a multinational and multidisciplinary team in an international environment.