

VACANCY NOTICE AD/HRS/2/2024

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

HR Director

(Temporary Agent, type 2g CEOS, AD10¹)

The **European University Institute (EUI)** seeks a dynamic and strategic leader to join our team as the Human Resources (HR) Director.

The **HR Director** will be responsible for leading HR initiatives to foster a modern, inclusive, and engaging workplace, while managing HR operations, stakeholder relationships, and talent development.

Who We Are

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

The **Human Resources Service** provides a broad range of services to the EUI community. It advises the President, the Secretary General, the Chief Operations Officer and EUI Managers in the field of human resources. It assists the workforce of approx. 750 employees (comprising 399 academic and teaching staff and 351 administrative staff and trainees), as well as 127 retirees.

The Human Resources Service attracts, recruits, develops and retains a high-performing and diverse workforce and fosters a healthy, safe, respectful, and productive work environment for its staff. It designs, develops and implements policies, programmes and services that contribute to achieving the EUI's strategic objectives. This mission is implemented by HRS by acting as:

¹ cf. Annex II

- **Strategic partner:** Enhancement of internal and external HR communication; creation of a work environment that embraces equality, diversity and inclusiveness, and facilitates modern and flexible work practices; provision of HR metrics and analytics to assess the effectiveness of HR programs and support decision-making;

- **Talent manager:** Organisational design, development and implementation of career-long learning and development opportunities; optimising of performance management; development of workforce planning; strengthening career development possibilities and continuous learning for all staff;

- **Operations partner:** Early identification, analysis and fulfilment of staffing needs through close collaboration with stakeholders and by providing expert advice; providing services on contractual/individual staff benefits.

Your Key Responsibilities

The EUI is looking for a dynamic, innovative and experienced leader to take on the responsibility for the implementation and further development of human resources strategies and policies, including change management initiatives, in an international environment.

Reporting directly to the Chief Operating Officer, and working also in close collaboration with the President, the HR Director will play a key role in enhancing the motivation, skills and professional development of staff across the Institute through appropriate initiatives, policies and procedures that align with the EUI's long-term goals and objectives, ensuring that the HR function supports the Institute's mission to be a leader in higher education and research.

Building on the existing HR Strategy 2022-2024, the HR Director, being in possession of excellent skills for effective change management as well as the ability to connect and inspire people at all levels of the organization, will work on the design and implementation of the HR Strategy for the forthcoming years.

The HR Director will be responsible for ensuring the application of two sets of Staff Rules, for academic and administrative staff, partially based on the regulations of the EU Institutions. They will be managing the specific rules, needs, and requirements for academic positions, including approximately 60 full-time professors.

Policy/Strategy Making:

- Being responsible for the development of the vision, mission, strategy and objectives for the Human Resources Service in line with the EUI strategy;
- Ensuring the effective management and development of the EUI's Human Resources within the available resources and, as per the establishment plan of the EUI, through workforce planning, recruitment, mobility, performance management and career development, and fostering a culture of ongoing learning and professional development;
- Providing strategic advice and guidance on HR matters to senior management, and proposing the review and further development of policies and operational procedures, driven by the use of HR analytics;
- Identifying and implementing HR best practices and innovative solutions, and driving organisational change initiatives, including culture transformation and process improvements, to enhance efficiency, increase agility, foster innovation, and improve employee engagement across the EUI;
- Developing and implementing a leadership model and innovative talent management programmes;
- Implementing strategies to attract, retain, and develop top talent;

- Championing equality, diversity and inclusiveness initiatives, developing policies and practices that promote an inclusive workplace, and monitoring and reporting on diversity metrics and progress;
- Participating in statutory committees and ad-hoc working groups as required.

Role in administrative processes:

- Overseeing all HR functions, including recruitment, onboarding, performance management, and employee relations;
- Ensuring the effective management and correct and timely administration of benefits and entitlements of academic and administrative staff;
- Ensuring that the Human Resources Service fully conforms with the two sets of EUI Staff Regulations and implementing rules (e.g. in the area of individual rights management);
- Managing HR budgets and resources efficiently;
- Supervising the projects, initiatives and operations of the Service;
- Acting as Data Protection Controller.

Representation/communication:

- Representing the HRS and EUI internally and externally, while liaising with internal and external stakeholders;
- Liaising with the EU institutions, as well as higher education and research institutions, on HR-related issues;
- Cultivating HR-related communication within the EUI community;
- Supporting sustained and effective social exchange, including consulting with the Staff Committee and the Employee Union, and providing assistance to the President and the Chief Operating Officer in negotiations with these bodies;
- Maintaining and developing good working relations with the EUI Contracting States in all areas of HR;
- Acting as a mediator and leading conflict resolution initiatives within the institution, ensuring that disputes are managed in line with EUI policies.

People management:

- Responsible and accountable for the supervision, the management and leadership, the assessment and the development of the HRS staff;
- Managing, developing and motivating the HR team to deliver high-standard HR support for all parts of the organisation;
- Acting as trusted advisor for academic and administrative staff who are experiencing HR-related challenges.

Level of Expertise:

- Acting as a subject matter specialist regarding trends and best practices in the field of HR.

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 specific to the **role** include the following:

- Team Management
- Strategic thinking
- Networking
- Confidentiality
- Knowledge of processes and procedures
- Problem solving
- Creativity and innovation
- Interpersonal and coaching skills

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

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 administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusiveness, 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;
- Languages 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 **AD/HRS/2/2024** online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: Thursday 21st November 2024

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 all 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 duties².

2. Specific conditions

2.1 Education (Qualifications)

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four (4) years or more; *or*
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) 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.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.³

2.2. Professional experience⁴

By the deadline for applications, and in addition to the qualifications required above, candidates must have **at least ten (10)** years of professional experience gained after obtaining the diploma required under 2.1.

² As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

³ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

⁴ 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 and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

2.3 Knowledge of Languages⁵

- 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.

SELECTION CRITERIA

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

Essential

1. University degree in a field relevant to this post (i.e. human resources management, public or business administration, social sciences or related area) or an equivalent level of professional qualification in a relevant field;
2. At least 5 years of proven experience in leading and managing diverse, multicultural teams, including motivating and developing staff, distributing work and resources, and promoting a service-minded and inclusive culture;
3. At least 5 years of proven experience in conceptual, analytical and/or change management projects, and in the development and implementation of effective HR strategies and new policies and projects in the HR field;
4. Proven experience in the following areas: HR policy development and organisational design; talent and career management including selection; staff services;
5. Excellent oral and written communication skills in English, both spoken and written (CEFR level: C1 or above).

Advantageous

6. Proven work experience in an international environment;
7. Proven work experience in a higher education and/or research environment;
8. Proven experience in managing relations with unions/staff representatives;
9. Knowledge of the Staff Regulations and implementing rules applicable to EU Institutions and Agencies, and experience in the implementation thereof.

Candidates invited to the test and interview phase may also be assessed against the **competencies** listed under the "Your key competencies" section on pages 3 and 4.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.