



VACANCY NOTICE FOR THE POSITION OF

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Head of Group - Writing and Publishing - Temporary Agent (AD7)

Reference no. EEA/AD/2021/2

Please send us your application by no later than 26 April 2021 at 23:59 (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to recruiting a temporary agent to work as Head of Group - Writing and Publishing and further with a view to establishing a reserve list.

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

Under the responsibility of the Head of Communications Programme, reporting to the Executive Director ([see organisational chart](#)), the Head of Group shall be responsible for leading on publishing activities (writing, editing, layout, visualization, print, quality control) of high-quality and impactful EEA products and communications activities in a timely, efficient manner.

The position will entail the following tasks:

Group management

- Lead and manage the group (currently 6 staff members) to achieve EEA's operational and strategic objectives regarding publishing and communications;
- Plan and manage the group's human and financial resources , including procurements and contracts relevant to the group's work;
- Ensure that time and financial resources allocated to the group are used in the most efficient and effective manner (e.g. including missions, trainings and budgets for contracts);
- Develop core, technical and leadership competencies of the group members;
- Define and regularly update job descriptions, career development plans and appraisals, including the identification of training and development requirements;
- Initiate actions to continuously improve processes, human interrelations and staff well-being in the group;

- Participate in selections for recruitment of new staff to the group;.

Strategic planning and management

- Define operational objectives and performance indicators for the group on the basis of EEA strategic objectives and work programme (planning processes and procedures);
- Support the Head of Programme by actively contributing to the strategic planning for the programme;
- Define quality standards, anticipate and resolve organisational issues, engage in the solving of complex issues across the EEA;
- Encourage and implement new ways of working to drive efficiency and effectiveness;
- Provide direction to- and monitor the work of relevant partners and contractors;
- Ensuring timely reporting of progress and potential risks; inform relevant colleagues.

Communication and networking

- Represent the EEA at institutional for and work closely with key EEA institutional stakeholders;
- Maintain contacts and develop cooperation with EU and international knowledge institutes to co-create solutions and deliver value-adding outcomes;
- Organise external communication, networking and promotion of EEA's work;
- Promote a collaborative working environment across EEA and networks, seeking opportunities for knowledge and practice sharing between key stakeholders, internally and externally.

Specific tasks

- Implementing and improving production and communication processes at the EEA for efficiency and impact;
- Contributing to the delivery of the EEA strategic communication goals as defined by the EEA-Eionet Strategy and Communications Framework;
- Contributing to the overall strategic development of communication outputs and activities, striving for impact and innovation;
- Contributing to EEA-wide planning and implementation related to the Publications Plan;
- Overseeing the publishing process including organising the work in the publishing group and with external contractors, liaising with product owners across the EEA and the web publishing team;

- Ensuring timely delivery of the editing, layout, maps and chart production for print and web products and for static and dynamic products, including the planning of work carried out by contractors;
- Overseeing and defining quality standards related to publications and production processes and implement them, including in relation to copyright and plagiarism;
- Ensuring wider knowledge of EEA publishing processes, writing style, editorial guidelines and corporate design style guide among EEA staff and external providers, and maintaining, reviewing and updating them when needed;
- Contributing to the development of impactful, efficient products and procedures for key audiences; encourage and implement new ways of working to drive efficiency and impact;
- Overseeing the development of speaking points and presentations for the executive director.

CONTRACTUAL CONDITIONS:

The successful candidate will be offered a Temporary Agent contract in accordance with Article 2f) of the [Conditions of Employment of Other Servants of the European Union](#). The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months and a management trial period of 9 months.

Should the successful candidate currently hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is in accordance with Annex I of the Staff Regulations.

For information on salary, please see information published under [Temporary Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2)."

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 8). Should the case arise that there are various candidates scoring the same number of points in the 8th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place in Copenhagen (Denmark) where the EEA has its seat and where the place of employment is.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2022 and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree relevant to the field concerned, where the normal duration of university education is 4 years or more

OR successful completion of university studies attested by a degree relevant to the field concerned, where the normal duration of university education is 3 years OR where justified in the interests of the service, professional training of an equivalent level;

b) A minimum of 6 years (with a 4 year diploma) OR 7 years (with a 3 year diploma) of relevant professional experience after award of the university degree.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages [CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:

Essential:

(In your application, please provide examples from current or past work experience where these competencies have been applied)

- Experience in managing teams composed of staff with different expertise and roles (if this is the first position where people management is an integral part of the job please specify people related aspects of project management experience);
- Demonstrated knowledge and at least two years' experience in managing complex production processes, such as editing or layout, from planning to execution;
- Excellent project management skills and experience, including delivery of complex projects involving a variety of stakeholders and external contractors under tight deadlines.
- Experience in contract management, procurement and tendering;
- Knowledge of and experience in processes, practices and software relevant to online and print publishing;

- Very good communication skills (verbal and written) for contacts with senior managers, staff and service providers;
- Highly professional, creative and motivated by environmental sustainability matters at large, with the view on professional development at EEA to embrace operational and strategic leadership roles;*
- Excellent command of written and spoken* English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

* Will only be tested at the stage of interview/written test.

Advantageous:

- Completed training in leadership and management;
- Professional experience in EU Institutions or International Organisations.