



Vacancy for a post of Head of Research and Innovation (Temporary Agent – AD9) in the Shift2Rail Joint Undertaking and establishment of a reserve list	
REF.: S2R/2017/05	
Publication	External
Title of function	Head of Research and Innovation (Shift2Rail JU)
Type of post	Managerial

1. WE ARE:

The Shift2Rail (S2R) Joint Undertaking (JU) is a public-private partnership between the European Union and the rail sector, established by Council Regulation (EU) No 642/2014¹. The S2R JU, established in Brussels, is responsible for implementing the S2R Research and Innovation Programme, funded jointly by the Union and European Union Industry, with a view to supporting the European Union's long term transport policy objectives, including increasing the attractiveness and efficiency of rail and completion of the Single European Railway Area. It also seeks to increase the competitiveness of the European Union rail sector as a whole.

For further information please consult the following website: <http://www.shift2rail.org/>

2. JOB DESCRIPTION:

The Head of Research and Innovation will report directly to the Executive Director of the S2R JU. He/She will be responsible for leading research & innovation activities. The post holder will be central to the implementation of the S2R Programme. He/she will seek to enhance the quality, efficiency and effectiveness of research & innovation, overseeing the work performed within the projects implementing the S2R Programme to achieve the S2R Master Plan. The role will provide direction to the Research and Innovation Unit and its staff (currently 8 persons).

¹ OJ L 177, 17.06.2014, p.9

Under the supervision of the Executive Director, the Head of Research and Innovation is responsible for:

- Planning R&I activities and developing the relative work plans;
- Managing the implementation of projects under S2R Programme and ensuring resources are used in the most efficient, effective and economic manner;
- Ensuring the coordination of activities between the S2R Innovation Programmes/CCA and monitoring their progress to achieve the objectives of the S2R JU;
- In collaboration with the Head of Administration and Finance Unit, preparing and managing the different steps needed to implement the Programme – calls for proposals and/or tenders – from their planning to the conclusion of the relevant agreements/contracts; ensuring subsequent periodic monitoring and follow-up of projects, preparing technical and financial reports in view to the reporting to the Governing Board;
- Developing, motivating and managing a diverse and multidisciplinary team;
- Representing the Unit and/or the JU in meetings, working groups etc.;
- Keeping Unit staff informed on all strategic and operational aspects affecting the work of the unit, providing feedback and maintaining close and effective communication with them;
- Keeping constructive relations with the S2R Members and stakeholders, as relevant;
- Taking on additional tasks as required in the interest of the service.

3. WE LOOK FOR:

A) Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To have a level of education which corresponds to completed university studies² attested by a diploma when the normal period of university is 4 years or more
Or
To have a level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university is 3 years;
2. In addition the above, to have an appropriate professional experience³ of **at least 12 years**;

² Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration;

³ Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. shall be taken into consideration. Internships will be taken into consideration if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

3. To have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties;
4. Be a national of a Member State of the European Union;
5. To be entitled to his or her full rights as a citizen;
6. To have fulfilled any obligations imposed by the applicable laws concerning military service;
7. To meet the character requirements for the duties involved;
8. To be physically fit to perform the duties linked to the post.⁴

B) Selection criteria

Successful candidates should have:

1) Essential qualifications and experience

- Proven work experience in coordinating, managing and monitoring large industrial research projects with multiple actors in a national, European and/or international environment and involving funding from public sources;
- Excellent knowledge of EU transport policy and the Horizon 2020 research agenda;
- Professional experience with research and innovation in the field of activities of Shift2Rail and familiarity with regulatory policy and practice relevant to the Joint Undertaking's fields of action;
- At least 5 years professional experience in a role as team leader or equivalent;
- Very good knowledge of written and spoken English;

2) Advantageous qualifications and experience

- Excellent knowledge of the organization, structure and working procedures of the European Union, its institutions and decision making processes, in particular related to the EU research and transport policies;
- Experience in the rail sector;
- Work experience in an EU institution or body and/or another international organization;

3) Behavioral competences

- Motivation – open and positive attitude;
- Leadership and people management skills;
- Managerial, planning and organizational skills;

⁴ Before the appointment, a successful candidate shall be medically examined by one of the European Institutions' medical officers in order that Shift2Rail may be satisfied that he/she fulfils the requirement of article 28 (e) of the Staff Regulations of Officials of the European Union.

- Self-control under pressure in demanding situations and ability to handle many simultaneous tasks;
- Excellent communication and negotiation skills;
- High sense of discretion and confidentiality.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The Head of Research and Innovation will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence.

5. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Committee based on the selection criteria defined in this vacancy notice;
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for a written test and an interview, both aiming at assessing the Selection criteria as described above;
- During the interview, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post. The minimum threshold to pass the written test and the interview is 50% of the total points allocated to each one of them. Passing the written test and the interview does not guarantee inclusion on the reserve list;
- Candidates will be requested to bring with them on the day of the interview and written test photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. S2R JU has the right to disqualify applicants who fails to submit all the required documents;
- Candidates selected on the basis of the outcome of the interview and written test may be invited to an assessment centre run by external consultants;
- Following the written tests and the interviews, the Selection Committee will recommend to the Appointing Authority the most suitable candidate(s) for the post to be placed on a reserve list. Inclusion on the reserve list does not guarantee recruitment. The maximum number of candidates to be put on the reserve list is set at 10;
- The reserve list will be presented to the Executive Director who may decide to convene a second interview and ultimately will appoint the successful candidate to the post.

The reserve list will be valid until 31/12/2018. Its validity may be extended by the decision of the Executive Director.

6. EQUAL OPPORTUNITIES

The S2R JU, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

7. CONDITIONS OF EMPLOYMENT

The successful candidates will be appointed by the Executive Director of the S2U JU as a temporary agent AD9 pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for a period of 5 years, which may be renewed.

Expected starting date: as soon as possible.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

8. PAY AND WELFARE BENEFITS

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Salaries are exempted from national tax, instead a Community tax at source is paid.

The place of employment is Brussels, where the Joint Undertaking is based.

9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- a detailed **curriculum vitae** in European CV format in English⁵. The CV must imperatively refer to the job requirements as listed in the present vacancy notice.
- a **letter of motivation** (1 page maximum) in English⁶ explaining why the candidate is interested in the post and what her/his added value would be if selected, in relation to the job requirements listed in the present vacancy notice.

Applications should be sent by email to jobs@shift2rail.europa.eu with the following subject line: **'SURNAME_Name_S2R.2017.05**

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested.

⁵ The Selection Committee will ensure that no undue advantage is given to native speakers of this language.

⁶ The Selection Committee will ensure that no undue advantage is given to native speakers of this language.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

10. CLOSING DATE

Applications must be sent no later than **31/01/2018, 17h00 Brussels time**. Applications sent after this date will not be considered.

11. IMPORTANT INFORMATION FOR APPLICANTS

Applicants are reminded that the work of the selection committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees, or for anybody to do so, on their behalf.

12. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address:

Shift2Rail Joint Undertaking
Human Resources Department
Avenue de la Toison d'Or, 56-60
B-1060 Brussels
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: http://curia.europa.eu/jcms/jcms/Jo1_6308/. The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

13. PROTECTION OF PERSONAL DATA

The Shift2Rail Joint Undertaking is committed to ensuring that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller responsible for the processing operation is the Shift2Rail Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer (info@shift2rail.europa.eu).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer (info@shift2rail.europa.eu).

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal basis for the processing of personal data is Article 5 of Regulation (EC) 45/2001.

Data subjects have the right to have recourse to the European Data Protection Supervisor (EDPS). For further information, see the EDPS website: <http://www.edps.europa.eu>