

VACANCY NOTICE FOR POSITIONS OF

Head of Unit

Temporary Agent (AD9)

Reference no. EEA/AD/2024/16

Please send us your application no later than 6 January 2025 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list for positions of Heads of Unit.

THE AGENCY:

The European Environment Agency (EEA) is an agency of the European Union. Together with our Eionet network, 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 policymakers and the public.

In recent years, the EEA has been entrusted to take on an increasing number of tasks, with resulting growth in staff numbers and resources. We are therefore reorganising and strengthening our management structures by introducing a new formal level of management: Head of Unit.

Would you like to be part of an organisation that delivers high quality work with real impact? We are looking for highly skilled and motivated management professionals who are passionate about contributing to Europe's environment, climate and sustainability goals.

Heads of Unit are expected to be high-performing people managers that understand and nurture the crucial link between strategy and operational delivery in their own Unit, whilst ensuring that cooperation runs smoothly with other parts of the organisation.

As Head of Unit, you will lead a team of around 10-25 staff members, depending on the Unit in question. Expert-level knowledge in the areas for which the Unit is responsible is not required, however it is expected that the successful candidates will have sound technical knowledge relevant to the area of work.

Applicants should have a proven track record of management experience and enjoy working with people. You should be a confident manager, driven by being part of a team that collectively works towards making the EEA the best it can be.

The EEA is a learning organisation which employs staff members with diverse professional backgrounds and offers an international, inclusive and stimulating working environment.

JOB DESCRIPTION

Reporting to the Heads of Department, Heads of Unit should lead and motivate staff, support their development, and manage their performance. They should maintain communications with management and other stakeholders in order to steer and influence discussions effectively, and to ensure collaboration across different units and departments. The Head of Unit will be responsible for the overall management of the unit's activities and staff, as well as for planning and budgeting.

The position will entail the following tasks:

Unit management and planning:

- Defining operational objectives and performance indicators for the staff in the Unit based on the EEA Single Programming Document (SPD), EEA-Eionet Strategy and the Annual Management Plans (AMPs);
- Ensuring, monitoring and reporting on progress towards operational objectives;
- Performing quality assurance and control of processes, products and services for which the Unit is responsible;
- Supporting the Head of Department and contributing actively to department planning and management.

People management:

- Managing the team allocated to the Unit:
 - Ensuring job descriptions and career development plans are meaningful, completed and updated as required
 - Ensuring appraisals are completed as required and used constructively to improve performance
- Coordinating and planning of day-to-day operations;
- Fostering communication and engagement of staff in Unit activities;
- Coaching and support to staff to foster team performance and well-being;
- Where required, taking corrective and preventative actions concerning processes and interpersonal relations (collaboration) in the Unit;
- Participating in selection procedures for new staff joining the Unit.

Resource management:

- Planning and executing management of human and financial resources allocated to the Unit;
- Managing leave, absence, hybrid-working and time recording;
- Planning, authorisation and budget management of missions, training and meetings;
- Acting as authorising officer by sub-delegation for financial and budgetary aspects of activities carried out within the Unit.

As Head of Unit, you will be a part of the department's management team. You will also be a member of EEA's larger 'Management Group' which comprises all heads of Unit, and where, as operational managers, you will collectively support and develop cross-cutting projects and activities in the organisation.

OPEN POSITIONS OF HEAD OF UNIT

The EEA is currently undergoing a reorganisation, and a new organisational chart will be

applicable as of 1 January 2025 (see here: [Organigram 2025](#)).

Head of Unit Pollution and Health (Environment Department)

The Unit is responsible for the EEA's activities on zero pollution and associated policy implementation support. This includes delivering policy-relevant assessments on key environment and health issues, including air quality and emissions, environmental noise, chemicals, industrial releases and accidents, and human biomonitoring. The Unit is responsible (working closely with the EEA's Data Management Unit) for managing the delivery of a number of legislative data flows and activities stemming from current and proposed EU obligations (including under the Air Quality, National Emission Reduction Commitments and LRTAP Convention), Environmental Noise, One Substance One Assessment, Serious Cross-border Threats to Health, Seveso, Industrial Emissions Portal, Directives/Regulations, etc).

In addition, the Unit coordinates the EEA's internal and external delivery on cross-cutting initiatives such as Zero Pollution and One Health. Building on reported data and additional information, data reporting services are delivered via policy-relevant indicators, and information-sharing tools and web platforms (e.g. the EEA's Air Quality Portal, Environment and Health Atlas, the European Industrial Emissions Portal).

The Unit engages in a number of key networking activities with EEA member countries, Eionet and key stakeholders such as the European Commission, other EU agencies, and international organisations, and it coordinates work with the European Topic Centres and consultants.

The Head of Unit will report to the Head of the Environment Department.

Head of Unit Freshwater and Marine (Environment Department)

The Unit is responsible for the EEA's activities on freshwater and marine, and associated policy implementation support. This includes delivering policy-relevant assessments on the pressures and status of Europe's freshwater and marine environments, including the solutions needed to ensure more resilient water and marine resources and ecosystems. Assessments are also performed on the transition towards sustainability of specific maritime sectors such as fisheries and maritime transport.

The Unit is responsible (working closely with the EEA's Data Management Unit) for managing the delivery of a number of legislative data flows stemming from current and proposed EU obligations (including under the Water Framework, Environmental Quality Standards, Urban Wastewater Treatment, Nitrates, Bathing Water, Drinking Water, Marine Strategy Framework, and Maritime Spatial Planning Directives, Mission Ocean and Waters etc.). Building on reported data and additional information, data reporting services are delivered via policy-relevant indicators, as well as information sharing tools and web platforms (WISE). The Unit engages in a number of key networking activities with EEA member countries, Eionet and key stakeholders such as the European Commission, other EU agencies, and international organisations, and coordinates work with the European Topic Centres and consultants.

The Head of Unit will report to the Head of the Environment Department.

Head of Unit Biodiversity and Nature (Environment Department)

The Unit is responsible for the EEA's activities on biodiversity and nature protection, and associated policy implementation support. This includes delivering policy-relevant assessments on the pressures and status of Europe's nature and protection/restoration status.

The Unit is responsible (working closely with the EEA's Data Management Unit) for managing the delivery of a number of legislative data flows stemming from current and proposed EU

obligations (including under the habitats, birds, Natura2000 network, invasive alien species, pollinators, nature restoration, forest monitoring, soil monitoring and resilience Directives/Regulations etc.).

In addition, the Unit coordinates the EEA's internal and external delivery on cross-cutting initiatives such as support to the EU Biodiversity Strategy and related policies, global biodiversity processes, nature restoration and protection, Europe's agriculture and agri-food system, as well as on ecosystem accounting and valuation. Building on reported data and additional information, data reporting services are delivered via policy-relevant indicators, as well as information sharing tools and web platforms (BISE, FISE).

The Unit engages in a number of key networking activities with EEA member countries, Eionet and key stakeholders such as the European Commission, other EU agencies, and international organisations, and coordinates work with the European Topic Centres and consultants.

The Head of Unit will report to the Head of the Environment Department.

Head of Unit Climate neutrality, Energy and Mobility (Climate Department)

The Unit is responsible for monitoring progress to climate neutrality in Europe. This includes annual coordination of up to 40 individual data flows as defined in EU legislation, with submissions from European Member States, EEA member and cooperating countries, and commercial entities. The collected data are quality assured and aggregated into official datasets upon which expert assessments are based. Among these expert assessments is a range of indicators that are updated annually, as well as briefings and reports on policy-relevant issues.

While the Unit works on decarbonisation of all sectors in Europe's economy, it also serves as the agency's anchor point for work on energy and mobility systems more broadly. While the above-mentioned reporting, data and knowledge services are coordinated within the Unit, its members actively network and collaborate with experts, policymakers, researchers and stakeholders from across Europe and in neighbouring regions. This also extends to international fora, including the UNFCCC.

The Head of Unit will report to the Head of the Climate Department.

Head of Unit Climate Risk and Resilience (Climate Department)

The Unit is responsible for strategic developments on climate risk and resilience and the dialogue with key stakeholders. The Unit provides regular inputs to policy developments in the climate risk and resilience files. This requires close working relations with DG CLIMA, the European Parliament and the Member States.

The Unit is also responsible for the EEA's contribution to policy developments on climate change adaptation based on EEA knowledge and products. The Unit also coordinates the strategic development of the next European climate risk assessment (EUCRA) based on the knowledge and lessons from the first edition of EUCRA. The Unit develops and maintains the key data and knowledge platforms on climate adaptation, notably the European climate adaptation platform (Climate-ADAPT), the European climate and health observatory and the Mission adaptation portal.

The Head of Unit will report to the Head of the Climate Department.

Head of Unit Data Management (Digital Department)

The Unit delivers efficient and effective data management services for the EEA, Eionet, and their stakeholders. It oversees the implementation and evolution of the EEA Data Strategy towards greater integration, automation and enhancement of analytics capabilities. It manages all regular data flows and processing activities within the EEA, including monitoring and maintaining the production chain of automated data flows in collaboration with other EEA Departments.

The Unit manages the evaluation of Eionet core data flows and optimises EEA data processes to ensure efficient service provision. It leads data governance and architecture efforts, implementing EEA data management policies, practices, principles and procedures in alignment with EU strategies, policies, and international standardisation frameworks.

The Unit operates EEA data centre services and platforms to ensure interoperability and user-friendliness, providing robust web services for maps and data. Additionally, it supports the development and implementation of interactive products, for example visualisations, used both internally and externally, enhancing user engagement and data accessibility.

The Head of Unit will report to the Head of the Digital Department.

Qualifications - External

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 12 years (with a 4 year diploma) OR 13 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 Türkiye);
- 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

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

Essential:

- Professional experience relevant to the tasks listed under “Job description”;
- Professional experience managing/coordinating teams within the technical/knowledge area for which the Unit is responsible;
- Professional experience of at least 3 years in leadership or project management/process lead positions, including management and budget responsibility;
- 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](#).

Advantageous:

- Demonstrated successful completion of training in leadership and management.

Behavioural competencies:

Candidates invited to the assessment centre and interview stage will also be assessed against the following core and leadership competencies of operational leaders within a learning organisation context.

- Create structures and processes to regularly monitor quality of outputs to agreed standards;
- Be adaptable and flexible to manage change with efficiency and effectiveness;
- Translate EEA strategy into team goals and activities to build a shared purpose;
- Motivate and empower team members by providing ongoing constructive and developmental feedback;
- Address performance issues when they arise by providing continuous guidance and support through coaching;
- Identify the right roles and responsibilities to best utilise team members’ strengths and individual aspirations to enhance the team’s performance;
- Nurture staff engagement by building trust and inspiration for the work the team and the EEA contributes to;
- Be aware of own and others' perspectives and emotions to ensure a clear focus on outcomes, continually enhancing, with humility, own leadership capability;
- Work collaboratively and build productive networks to interact with a wide range of colleagues, stakeholders and management levels;

- Hold oneself and others accountable for actions and results, demonstrating EEA's five core values (Respect; Professionalism; Openness; Positivity; Trust), integrity and ethical behaviour;
- Show enthusiasm for learning and for the human interaction aspect of managing, coaching and developing people;
- Excellent verbal and written communication skills;
- Diversity awareness and sensitivity.

The position, as Head of Unit, corresponds to an operational leader role within the EEA leadership competency framework. This role includes competencies describing the key behaviours needed for success in this function across the EEA.

EMPLOYMENT 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 Communities](#). 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 the same duration. During the management trial period mandatory management training must be successfully completed.

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 30). Should the case arise that there are various candidates scoring the same number of points in the 30th 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 may also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview might take place online or in person in Copenhagen.

Following the interviews, the selection committee will establish a list of best qualified candidates for a second interview with a selection committee, with the Executive Director.

All applicants invited to the second interview shall take part in an evaluation with an assessment centre before the second interview. The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focused on management skills. The result of the assessment centre evaluation shall be taken into consideration by the selection committee with the Executive Director.

The result of the selection will be communicated in writing to the concerned candidates. The selected candidates will be the ones assessed through the interviews and assessment centre as the best qualified to perform the tasks set out above. After the second interviews, the Appointing Authority will decide on the appointment of the successful candidate(s) and the establishment of a reserve list for the post advertised or similar posts that may become available. 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 2026** 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.