

Vacancy notice CONS/TA-AD/159

GENERAL INFORMATION	
Department	ORG.5.D Safety Unit
Place of work	Brussels
Title of post	Safety adviser responsible for ergonomics and occupational hygiene
Function group and grade	Temporary staff - AD 6

DEADLINE FOR APPLICATIONS	14/06/2020 at 12.00 (midday), Brussels time
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1. WHO WE ARE

The General Secretariat of the Council of the European Union (GSC) ensures the proper functioning of the European Council and the Council and provides them with all the logistical and administrative assistance they need to perform the duties conferred on them by the Treaties of the European Union.

The GSC employs around 2 900 permanent staff from all EU Member States.

The Safety Unit, part of the Safety and Security Directorate within the GSC's Directorate-General for Organisational Development and Services, is tasked with protecting the staff, visitors and buildings of the GSC as regards safety at work, ergonomics, occupational hygiene, improvements to the working environment, and environmental measures insofar as they affect the aforementioned areas.

The unit's job is to support the GSC's ambitious safety policy and to make sure that the GSC provides a high level of safety and well-being at work for all those present in Council buildings, taking into account the relevant safety standards laid down by law. To that end, it works closely with the GSC departments responsible for implementing such standards and taking measures in their specific areas of competence, in particular the Buildings Unit and the Healthcare and Social Services Unit.

Amongst other things, the Safety Unit is responsible for fire fighting; it manages fire-fighting facilities in the various Council buildings, intervenes in the event of a fire or other incident, and coordinates the emergency response (evacuation and invacuation).

It is responsible for ensuring, in cooperation with the Healthcare and Social Services Unit, that ergonomic advice is provided to staff and to authorising officers drawing up calls for tender for purchasing equipment for use by staff and delegations.

It contributes to awareness-raising and training as regards safety and security at work.

It consists of 19 people working mainly in two teams in charge of safety policy/risk management and incident prevention and management respectively.

2. WHAT WE OFFER

A post as safety adviser responsible for ergonomics in a multicultural and multilingual working environment. The tasks set out under point 4 below are varied and require a high degree of autonomy, adaptability and initiative. You will contribute directly to the well-being of GSC staff, particularly in the areas of ergonomics and occupational hygiene, for which you will be the contact point, and you will cooperate in this regard with the other safety advisers in the unit.

The successful candidate will be offered a contract as a temporary GSC staff member, on the basis of Article 2(b) of the Conditions of Employment of Other Servants of the European Union (CEOS)¹.

3. PURPOSE OF POST

- Improve, taking into account the appropriate legislation, the quality of the workspaces in the Council's buildings by carrying out analyses, interventions and monitoring in the fields of ergonomics (physical, cognitive and organisational) and occupational hygiene, in cooperation with the other departments concerned (Buildings Unit, Healthcare and Social Services Unit, Logistics Unit, IT services, etc.)
- Provide direct support to GSC staff in the areas of ergonomics and occupational hygiene
- Participate in environmental management in the field of safety, in coordination with the Green Office team
- Coordinate quality management in the field of ergonomics and occupational hygiene, in cooperation with the relevant services

¹ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 and last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>.

4. TASKS

The tasks of the safety adviser responsible for ergonomics and occupational hygiene will include the following:

Main tasks:

Ergonomics

Physical ergonomics

- analyse different types of individual and collective workstations, offering advice on an ergonomic approach that is both preventive and corrective
- adapt workstations to the needs of staff on request, particularly for those with functional limitations
- contribute to the opinions of the Safety Unit on studies and projects for the development or conversion of workspaces and common areas, and on infrastructure development studies and projects
- assess and implement measures to prevent musculoskeletal disorders (MSDs)
- provide opinions in the field of ergonomics for the drawing up of specifications in connection with the purchase of furniture, office supplies and software, or in connection with the purchase of work equipment (machines) and collective or personal protective equipment
- contribute to the analysis by the Safety Unit of accidents at work
- Cognitive ergonomics
- analyse the ergonomics of IT interfaces and of information and production systems
- analyse the ergonomics of signage projects

Organisational ergonomics

- help to establish a healthy working environment from a psychosocial standpoint
- conduct surveys and draw up statistics in the field of ergonomics in order to establish priorities in this area
- contribute to the ergonomic aspects of the plan for the prevention of psychosocial risks within the GSC, including, where appropriate, by analysing work situations

Communication

- give presentations and provide information and recommendations for staff on specific topics related to ergonomics
- contribute to staff training (load handling, working with display screen equipment, etc.).

Additional tasks:**Occupational hygiene**

- identify and analyse the physical, chemical and biological risk factors to which staff are exposed
- contribute to the GSC's management of the risks associated with chemical agents (toxicology, principles of toxicokinetics and biomonitoring, safety in the management of chemicals, prevention of accidents (explosion, fire, etc.) and occupational diseases, etc.)
- contribute to the GSC's management of the risks associated with physical agents (noise and vibration, climate, non-ionising radiation, ionising radiation, lighting, electromagnetic fields, pressure: stress and comfort, etc.)
- contribute to the GSC's management of biological risks (infections and allergies, bacteria (endotoxins), viruses, moulds and their derivatives, etc.)
- help to take measurements
 - apply measurement techniques
 - compile hygiene statistics applied to measurements
- Communication
 - give presentations and provide information and recommendations for staff on specific topics related to occupational hygiene
 - contribute to staff training (training in the management of chemicals, physical and biological risks, etc.)

If the successful candidate is not a specialist in the field of occupational hygiene, he or she must be prepared to follow appropriate training at the GSC's request.

Optional tasks:

- coordination with the Green Office team in the implementation of the EMAS environmental management scheme
- coordination of quality management in the Safety Unit on the basis of the NBN EN ISO 9001 standard.

5. WORKING ENVIRONMENT

Place of work: post in the Safety Unit which is located in the Justus Lipsius building; however, the tasks cover the three Council buildings (Justus Lipsius, Europa and Lex), as well as the crèche as regards GSC staff working there.

Fixed working hours, though these are subject to variation in the light of exceptional service needs.

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

6.1 General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved;
- have fulfilled any obligations imposed by national laws concerning military service.

6.2 Specific conditions

The training and experience required are as follows:

(a) Education

- have a level of education which corresponds to completed university studies of at least four years in a field related to the duties described in this vacancy notice
- or
- have a level of education which corresponds to completed university studies of at least three years and be able to provide evidence of five years' full-time professional experience in the fields described in this vacancy notice
- and
- have successfully completed specialist training in ergonomics (60 ECTS credits) attested by a diploma issued in one of the Member States

(b) Professional experience

- have at least three years' practical experience in the field of ergonomics, in addition to the basic experience referred to in point (a) above, where applicable.

The applicable provisions of the CEOS provide that temporary staff members may be recruited only on the condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

7. SELECTION CRITERIA

7.1 Essential

- thorough knowledge of at least two official languages of the European Union, one at level C1 minimum (thorough knowledge) and the other at level B2 minimum (satisfactory knowledge). In practice, in the interests of the service and in order to be able to communicate effectively with individual staff members, applicants must have at least satisfactory spoken French AND English (level B2). For administrative work and the drafting of reports, applicants must have good written French OR English (level B1)
- excellent listening skills and ability to handle information with discretion
- excellent judgment and problem-solving skills, including in critical situations
- sense of initiative
- personal authority and good decision-making skills
- ability to adapt to different situations while performing effectively
- strong communication skills, including the ability to build constructive relationships with a range of interlocutors within the GSC
- strong sense of responsibility
- ability to work independently and in a team
- ability to work in a multicultural environment and to establish and maintain useful links with the departments responsible for ergonomics and occupational hygiene in the other institutions.

7.2 Advantageous

- have successfully completed specialist training in occupational hygiene
- have at least three years' practical experience in the field of occupational hygiene
- knowledge in the field of standardised environmental management systems
 - o training in this field based on the EMAS Regulation or, failing that, on the ISO 14001 standard
- knowledge in the field of standardised quality management systems
 - o training in this field based on the NBN EN ISO 9001 standard
- at least three years' recent experience of working in a multicultural, multilingual and/or international environment
- knowledge of other EU languages², in particular Dutch.

² The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

8. SELECTION PROCEDURE

8.1. Online registration

You may apply only online through the EU CV Online system.

(https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or French. Candidates are advised to fill out all relevant fields of the application.

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 9.4).

On completion of your online registration, you will receive a registration number on screen which you must note down. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered.

Acknowledgement of receipt of your application will be sent to the email address given in your application. It is your responsibility to make sure that you provide the correct email address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU via Temporary.staffing.requests@consilium.europa.eu, clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

8.2. Selection board

In order to assist the authority empowered to conclude contracts of employment in making its choice, a selection board will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

8.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection board will assess the submitted applications against the eligibility requirements described in section 6 on the basis of the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to take part in the assessment phase.

Only shortlisted candidates will be contacted.

8.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents confirming their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

8.5. Assessment phase

The interview and/or written test will enable the selection board to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in English and French.

8.6. Verification of documents and scrutiny

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection board against the supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

8.7. Reserve list

The best candidates will be placed on the reserve list.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment.

Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

9. EQUAL OPPORTUNITIES

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments in the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (Equal.opportunities@consilium.europa.eu) for further information.

10. REVIEW OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

11. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

12. APPROXIMATE TIMETABLE

Deadline for applications: **14/06/2020 at 12.00 (midday), Brussels time**
Interviews: early July 2020

13. RECRUITMENT CONDITIONS

The maximum duration of the contract will be four years, renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants (CEOS), 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations'. This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 6 step 1 with a basic monthly salary as indicated in Article 66 of the Staff Regulations in force at the time of recruitment³.

In addition to the basic salary, the member of temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

Candidates are informed that if they are selected, they may carry on an outside professional activity subject to the following conditions:

- the sole aim of the activity must be to maintain one or more of their professional qualifications;
- in accordance with Article 11 of the Staff Regulations of Officials⁴, the activity must in no way constitute a conflict of interest such as is likely to compromise the duty of independence or loyalty incumbent upon officials; prior to recruitment, it must be indicated or declared in the form provided for in the third paragraph of Article 11 of the Staff Regulations;
- once recruited, they must first formally request permission in line with Article 12b of the Staff Regulations;
- they must comply with the conditions and limits set out in this regard in the GSC's internal rules on outside activities.

³ At date of publication, the amount corresponding to grade 6 step 1 in function group AD is EUR 5 524,91.

⁴ The provisions of Articles 11 to 26a of the Staff Regulations on the rights and obligations of officials apply by analogy to temporary staff under Article 11 of the CEOS.

INTERNAL COMPLAINT - JUDICIAL APPEAL - COMPLAINT TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you are dissatisfied with how your application is handled, you have the right to complain.

– **Internal complaint**

- Where you receive a decision that you are dissatisfied with you may, within three months of the notification of the decision, submit a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union⁵ to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG 1.F
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL

email address: legal.advisersHR@consilium.europa.eu

Replies to such complaints are given in writing by the authority empowered to conclude contracts of employment within four months of receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the subject of your complaint and to reply to you on that basis.

– **Judicial appeal**

- If you are dissatisfied with the reply you receive from the authority empowered to conclude contracts of employment under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg

– **Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then, like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

⁵ Article 90(2) of the Staff Regulations applies by analogy to temporary staff under Article 46 of the CEOS.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG.1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by applicants will be accessible to members of the Temporary Staffing Services Office and their superiors, to members of the advisory selection board, and, if necessary, to the Legal Advisers Unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post within the General Secretariat of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify applicants (surname, first name, date of birth, sex, nationality);
- information supplied by applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution; professional experience)
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- for non-shortlisted candidates: two years;
- for successful candidates: for the duration of the reserve list.

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the Temporary Staffing Services Office at:

Temporary.staffing.requests@consilium.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's equal opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women, especially for management posts, where they are currently under-represented;
- improve the accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for persons with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave in accordance with the Staff Regulations. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

For further information, send an email to Equal.opportunities@consilium.europa.eu.