

PROFILES OF EXPERTISE

OPERATIONS DEPARTMENT (OPER)

CANDIDATES ARE REQUESTED TO INDICATE IN THE ELIGIBILITY CRITERIA GRID THEIR PROFILES OF EXPERTISE TO BE CHOSEN FROM BELOW

The OPER Department is responsible for enabling the EBA to accomplish its strategic objectives with an engaged and talented workforce, transformative digital capabilities, compliant and effective financial management, and a safe and sustainable working environment.

Expert in the Human Resources Unit (HR)

The mission of the HR Unit is to help the EBA as Employer of choice putting the right people, at the right place, at the right time with the right skills with a focus on purposeful engagement.

The selected candidate(s) will be working in one of the following areas: Recruitment, L&D (Learning and Development), Performance Management, Career Management, Mobility and Redeployment, Wellbeing, Diversity and Inclusion, HR Analytics, Workforce Planning, HR Digitalisation.

The selected candidate(s) will be mainly responsible for:

- Contributing to the development and implementation of HR policies, guidelines, manuals, documents, reports related to the area of expertise, as well as of efficient and future-proof HR workflows, procedures;
- Providing specialised knowledge, advice and guidance to contribute to the achievements of the EBA as Employer of Choice;
- Fostering strong and open cooperation with management, staff and other relevant stakeholders, as well as representing HR at technical level on various scenes (meeting, career fair, etc);
- Supporting the management of projects and external contractors in the area of expertise;
- Performing any other related tasks requested by the line management in the interest of the service.

Experts in the Information Technology Unit (IT)

The mission of the IT Unit is to deliver digital solutions, services and technology leadership to enable the EBA to achieve its strategic mission and to support its everyday operations. EBA IT closely collaborates with all EBA organizational units and its stakeholders to lead a digital transformation for EBA, delivering the digital solutions and the technology leadership for EBA to become a Digital Agency, with high efficiency, agility, and compliance.

The selected candidate(s) will be working in IT Project Management, or Business/System Analysis, or Data Analysis.

The selected candidate(s) will be mainly responsible for:

As IT Project Manager

- Managing IT projects in accordance with the project management methodology (PM²) and procedures of the EBA;
- Defining project objectives, deliverables, and scope in collaboration with stakeholders. Creating project plans, schedules, and budgets to ensure successful project execution;
- Ensuring project deliverables are on time, of quality and meet budget. Overseeing the execution of project activities, monitoring project progress, identifying and addressing issues, and ensuring that project milestones and deliverables are met;
- Managing resources involved in IT projects, including contracting vendors, planning, monitoring, and controlling consumption of resources, managing, and controlling associated budgets;
- Monitoring project gaps and managing project risks and develop risk mitigation strategies;
- Collaborating, reporting, and communicating with stakeholders, establishing effective communication channels. Driving awareness, information dissemination and resource planning and commitment for all activities in the lifetime of the project to ensure meaningful stakeholder engagement, user buy-in and overall successful delivery of projects;
- Preparing and presenting project status reports, progress updates, and performance metrics to project owners, management, and stakeholders. Maintaining project documentation, including project plans, schedules, and other relevant project documentation.

As Business/System Analyst

- Requirements gathering, specification and documentation. Collaborating with stakeholders to understand their business needs, objectives, and requirements;
- Business modelling and process analysis. Analysing and documenting existing business processes, workflows, and procedures. Identifying areas for improvement and making recommendations for optimizing processes and increasing operational efficiency;
- Working closely with business users and technical teams to ensure business requirements are successfully translated into working digital solutions;
- System requirements analysis, preparation of functional and non-functional specifications, according to defined business requirements and technical constraints. Identifying opportunities for system enhancements or new system implementations to meet business requirements;
- Modelling of requirements by using standard techniques and notations (e.g., UML, BPMN, etc.)
- Participating in solution prototyping, for verification of specifications and error identification;
- Prioritizing business requirements and user stories implementation, in coordination with EBA business and IT experts;
- Working with the development teams to translate business requirements into system solutions. Providing input and guidance on the design of new systems or enhancements to existing applications;
- Engaging with various stakeholders, including business users and IT team to gather feedback, address concerns, and ensure alignment between business needs and system capabilities. Facilitating effective communication and collaboration among stakeholders;
- Ensuring quality assurance, participating in testing activities to validate that system solutions meet the defined requirements.

As Data Analyst

- Collecting, organizing, and analysing data from various sources to ensure its accuracy, integrity, and availability. This involves data cleansing, validation, and integration;

- Exploring data, using statistical and analytical techniques to identify trends, patterns, and insights from the collected data. This may involve creating and maintaining data models, conducting quantitative analysis, and generating reports or visualizations to communicate findings;
- Presenting data analysis results to relevant stakeholders, creating dashboards, reports, or presentations that highlight key findings, trends, and recommendations;
- Ensuring data integrity and accuracy by implementing quality control measures, conducting data audits, and identifying and resolving data issues or inconsistencies;
- Working closely with other business users and IT team to understand their data needs, provide insights, and support data-driven decision making.

Expert in the Finances and Procurement Unit (FP)

The mission of the FP Unit is to manage the EBA's budget and procurement procedures, ensuring timely budget acquisition, optimum budget execution, efficient and effective procurement of contracts, in full compliance with the applicable regulations.

The selected candidate(s) will be working in the procurement or the budget/finance areas and will be mainly responsible for:

As Expert in Procurement: running procurement procedures; contributing to the management and development of the procurement function; supporting contract management.

Expert in the Corporates Services Unit (CS)

The mission of the CS Unit is to provide a safe, inclusive, and collaborative office space for the EBA by planning and delivering excellent service and professional standards as we strive for a sustainable future.

The selected candidate(s) will be working in sustainability reporting or on internal control standards, business continuity, risk management etc.

The selected candidate(s) will be mainly responsible for:

As Expert in Sustainability Reporting

- Launching sustainability reporting at the EBA in line with the European Court of Auditors recommendations;
- Contributing to the EBA work on the sustainability, environmental management and carbon reporting;
- Proposing ideas aiming at reaching climate neutrality by the EBA;
- Contributing to the design and organisation of data collections for EMAS and sustainability reporting;
- Nurturing working relationships with other European and international authorities on sustainability reporting;
- Participating/representing the EBA at (internal and external) events by providing specific expertise;
- Preparing the EBA statements in the context of COP, International EMAS days, etc;
- Supporting and contributing to other activities of the Corporate Support Unit.

As Expert in Internal Controls, Business Continuity, Risk Management

- Contributing to the development of standards, methodologies, documentation and tools required for the maintenance and monitoring of EBA's Internal Control Framework (ICF);

- Assisting in the implementation of the rules and administrative procedures specific to the ICF;
- Assist in performing internal evaluations such as the Corporate Support Annual Risk Assessment exercise and the Internal Control self-assessment exercise and ensuring coherence with the other risk assessments, e.g. those related to the updating of EBA's Business Continuity Plan;
- Administrative support in monitoring of risk register and register of deficiencies;
- Support the overall co-ordination of the regular reporting to be provided by EBA on the implementation of standards of internal control, contributing to the Annual Activity Report (AAR), Consolidated Annual Activity Report (CAAR), Single programming Document (SPD) and others;
- Preparing systematic update and communication of documents related to the ICF;
- Support coordination of audits and monitoring of implementation of action plans (e.g. European Court of Auditors, Internal Audit Service);
- Contribute to raising awareness in the Authority related to internal control;
- Performing any other related task requested by the line management in the interest of the service.