



Role description

Job title	Legal Specialist
Job family	Corporate Functions and Administration
Job sub-family	Compliance & Legal
Entry grade	AD06
Role summary	Provide legal advice to the whole of the Agency in order to facilitate the fulfilment of legal, administrative and policy obligations in compliance with EU legislation, as well as legal advice in relation to the review of new legislation and its implementation. Address judicial and quasi-judicial proceedings.
Standard role duties & responsibilities	Perform duties reserved only for the Temporary Agent contractual category. Provide legal advice for the assigned area of the Agency, preserving the Agency's interests and integrity; Offer legal advice in relation to the review of new legislation proposed by the Commission and its implementation, in consultation with the relevant organisational entities; Provide legal scrutiny of EMA scientific opinions and decisions; Provide legal advice in the development of legal, regulatory and procedural guidance through internal and external SOPs, advisory notes, etc., with emphasis on information published/to be published on EMA website; Contribute to the creation and maintenance of topic files within the Department, as appropriate.
Role Specific Duties & Responsibilities	The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in: activities of the organisational entity within which the job holder carries out those tasks; the set of annual performance and development objectives, which are established together with the reporting officer;



	the requirement to comply with SOPs, WINs, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties;
Managing resources	Plan most daily work details within given priorities. May have a direct supervision of one or more people performing related work. Work may include a degree of planning and coordination, including small projects.
Communication and professional contacts	Required to regularly communicate (verbally and in writing) information, which requires careful explanation and interpretation, taking into account what to communicate and how best to convey the information. Writing and creating information that is specialist, sensitive, confidential, legal and/or regulatory in nature. Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project. In particular, a Legal Specialist will: Liaise with legal colleagues of other Union institutions, bodies, offices and agencies, including through the Inter-Agency Legal Network (IALN), and of other national competent authorities, including through EMACOLEX. Participate in meetings of these authorities on a rotational basis / support colleagues attending such meetings.
Essential requirements Education Experience Skills & knowledge Certificates	Education A level of education which corresponds to completed university studies of at least three years attested by a diploma. <i>Field of study:</i> Law Experience 3 years from the time when a university degree was awarded on completion of a minimum of three years of study. Skills & Knowledge n/a Certificates n/a
Nice to have Education Experience Skills & knowledge Certificates	Education In law equivalent to Master's degree;

Specialisation in the field of EU law, EU pharmaceutical law and/or EU data protection law.

Experience

In litigation before national or EU courts in relation to EU law, EU pharmaceutical law and/or EU data protection law;

Working with and/or within EU institutions or agencies;

In a multicultural environment.

Skills & Knowledge

n/a

Certificates

n/a

Category	Competency	Proficiency level
Role competencies	n/a	n/a
	n/a	n/a
Sub-family competencies	Administrative excellence	Intermediate
	Governance, legal and control	Intermediate
	Applied knowledge	Intermediate
Grade competencies	Adaptability and agility	Intermediate
	Analysing and problem solving	Intermediate
	Prioritising and organising	Intermediate
Core competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Intermediate