



## Role description

<b>Job title</b>	HR Assistant (Talent Acquisition – Talent Development – RPP – SMS)
<b>Job family</b>	Corporate Functions & Administration
<b>Job sub-family</b>	Human Resources
<b>Entry grade</b>	FGIII
<b>Role summary</b>	Support HR strategic objectives, change management initiatives and projects by conducting administrative, procedural and operational activities, ensuring accurate, high quality and timely delivery within the relevant areas of expertise.

<b>Standard role duties &amp; responsibilities</b>	<p>The duties of the role are performed under the supervision, including guidance and support, of temporary staff.</p> <p>Responsible for delivery of operational activities relevant to the area of expertise.</p> <p>Responsible for operational delivery of programmes, projects, initiatives, strategies, risk assessment, tools and opinions, in a result orientated and compliant way and within the parameters of the legal framework.</p> <p>Update and maintain of the relevant databases and records accordingly and in line with the applicable standards.</p> <p>Coordinate and manage ad-hoc requests, such as creation of workflows, analysis, reporting and ensure that the associated communication activities are in place.</p> <p>Coordinate customer satisfaction activities by highlighting, mitigating and communicating risks.</p> <p>Deliver operational aspects of HR strategies, related projects and initiatives and the development of the HR operational programme within the areas of expertise.</p> <p>Support and contribute to the identification of new HR initiatives, trends and innovations</p> <p>Support the development and implementation of IT tools relevant to the services with the goal of streamlining processes and to create value add.</p> <p>Support the review and revision of HR policies, including coordination within the Service with the relevant stakeholders in accordance with the priorities of the Service;</p>
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<b>Role specific duties &amp; responsibilities</b>	<p>The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in:</p> <p>activities of the organisational entity within which the job holder carries out those tasks;</p> <p>the set of annual performance and development objectives, which are established together with the reporting officer;</p> <p>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.</p>
<b>Managing resources</b>	<p>No management or supervision of resources.</p>
<b>Communication and professional contacts</b>	<p>Required to receive and convey information, orally and/or in writing, of a routine/standard nature; receive, understand and transfer factual information without any modification. e.g. following SOPs, WINs, established rules, policies and processes; formulating responses to simple enquiries; drafting simple material, letters, minutes, reports or presentations with clear defined exchanges of information.</p> <p>Standard professional contacts related to normal day-to-day working relations within own job responsibilities. Professional contact limited to the exchange of information requiring courtesy and effectiveness in dealing with others. This may include soliciting and sharing information amongst peers. Contacts with colleagues in roles of higher responsibility will usually be associated to administrative tasks.</p> <p>In particular, an HR Assistant will:</p> <p>Support the delivery of HR strategies, related projects and initiatives and the development of the HR operational programme within the areas of expertise;</p> <p>Liaise and work with relevant internal and external stakeholders on HR related matters.</p>
<b>Essential requirements</b> Education Experience Skills & knowledge Certificates	<p><b>Education</b></p> <p>A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;</p> <p><i>Field of study:</i></p> <p>Communication/Psychology/Administration/Law;</p> <p><b>Experience</b></p> <p>Up to 6 years of full-time relevant professional experience.</p> <p>In providing administrative support, including complex administrative procedures;</p> <p>In drafting various types of communication;</p> <p>In stakeholder management.</p> <p><b>Skills &amp; knowledge</b></p> <p>MS Office suite;</p>

	<p><b>Certificates</b></p> <p>n/a</p>
<p><b>Nice to have</b> Education Experience Skills &amp; knowledge Certificates</p>	<p><b>Education</b></p> <p>HR degree</p> <p><b>Experience</b></p> <p>In working within an EU or national regulatory body; Experience in public administration or HR department. In providing administrative support to projects; In working with HR-related SAP modules; In Public Procurement.</p> <p><b>Skills &amp; knowledge</b></p> <p>Knowledge of functioning of the EU; Knowledge of a legal framework; Knowledge of financial circuits.</p> <p><b>Certificates</b></p> <p>CIPD or equivalent; Communication (Trainer, Change Manager, conflict management); Process improvement; IT certificates.</p>

Category	Competency	Proficiency level
<b>Role competencies</b>	Continuous improvement	Basic
	Influencing and persuading	Basic
<b>Sub-family competencies</b>	Administrative excellence	Basic
	Human resources expertise	Basic
	Applied knowledge	Basic
<b>Grade competencies</b>	Adaptability and agility	Basic
	Coping with pressures and setbacks	Intermediate
	Analysing and problem solving	Intermediate

<b>Core competencies</b>	Ethics and integrity	Basic
	Team collaboration	Intermediate
	Customer centricity	Basic
	Results orientation	Basic
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Basic