



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Role description

Job title	Access to Documents Assistant
Job family	Corporate Functions & Administration
Job sub-family	Support Function
Entry grade	FGIII
Role summary	Responsible for the process of management of access to documents (ATD) requests as per the assigned ATD portfolio, answering RFIs and interacting with stakeholders, as appropriate.
Standard role duties & responsibilities	The duties of the role are performed under the supervision, including guidance and support, of temporary staff. Accountable for transparency procedures and the process of management of access to documents requests as per the assigned ATD portfolio and according to Regulation (EC) No 1049/2001 and EMA's Policy 0043 on access to documents; Responsible for entering data in the relevant workflow tool and tracking table and for the provision of data for reporting purposes; Draft answers to Requests for Information (RFI) in line with the relevant SOP; Responsible for publishing updates on the relevant intranet pages; Support the management of the EMA redaction tool including delivering training, answering queries from users and liaising with IT and the software provider; Support the management of the EMA issue tracking tool, including answering queries from users, liaising with IT and first point of contact for internal colleagues; Liaise with the document specialist for the assessment of the redaction proposals received from the applicant/marketing authorisation holder/third party. Ensure that the documents have been correctly redacted according to EMA redaction principles; Ensure that all steps of the process are handled in a timely manner and according to the ATD process; Adhere to legal/procedural ATD timelines;

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	Ensure that the correct documents have been identified for each ATD request/procedure; Prepare all correspondence to the different parties involved using internal templates and flagging any amendments required; Accountable for the correct filing in the EMA document management system.
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 with the reporting officer upon assuming duties.
Managing resources	No management or supervision of resources.
Communication and professional contacts	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 clearly defined exchanges of information. 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. In particular, an Access to Documents Assistant will: Act as primary contact with all stakeholders, requesters and any third parties involved in the ATD request, prepare all correspondence, flag any amendments required, and provide guidance.
Essential requirements Education Experience Skills & knowledge Certificates	Education 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. <i>Field of study:</i> n/a Experience Up to 6 years of full time relevant professional experience. In document management. Skills & knowledge

	Understanding of EMA's Policy 0043 on Access to Documents that applies to the work of the Access to Documents Service; Understanding of EMA's Policy 0043 on Access to Documents that applies to the work of the Access to Documents Service; Knowledge of core administrative activities (e.g. records management, meeting management). Certificates n/a
Nice to have Education Experience Skills & knowledge Certificates	Education n/a Experience In working as part of a multinational team. Skills & knowledge Attention to detail and the ability to adhere to legal timelines. Certificates n/a

Category	Competency	Proficiency level
Role competencies	n/a	n/a
	n/a	n/a
Sub-family competencies	Administrative excellence	Basic
	Corporate communication	Basic
	Event and meeting management	Basic
	Applied knowledge	Basic
Grade competencies	Adaptability and agility	Basic
	Coping with pressures and setbacks	Intermediate
	Analysing and problem solving	Intermediate
Core competencies	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