

Role Description

Job title	Legal Officer
Job Family	Corporate Functions and Administration
Job Sub-Family	Compliance & Legal
Entry grade	FGIV
Role summary (ECD)	Contribute to provision of 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	The duties of the role are performed under the supervision, including guidance and support, of temporary staff. Support the provision of legal advice for the assigned area of the Agency, preserving the Agency's interests and integrity; Contribute to the provision of 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; Contribute to the provision of 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 Legal 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	No management or supervision of resources.
Communication and professional contacts	Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations.

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.

Education

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

Field of study: law

Experience

Up to 3 years of full time relevant professional experience.

Skills & Knowledge:

n/a

Certificates:

n/a

Essential requirements

Education
Experience
Skills & knowledge
Certificates

Education

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;

Professional experience in working with and/or within EU institutions or agencies;

Work experience in a multicultural environment.

Skills & Knowledge:

n/a

Certificates:

n/a

Nice to have

Education
Experience
Skills & knowledge
Certificates

Category	Competency	Proficiency Level
Role Competencies	n/a	
	n/a	

Sub-family Competencies	Administrative Excellence	Intermediate
	Governance, Legal and Control	Intermediate
	Applied Knowledge Management	Basic
Grade Competencies	Adaptability and agility	Intermediate
	Coping with Pressures and Setbacks	Intermediate
	Analysing and problem solving	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	Basic