



EUROPEAN
DATA PROTECTION
SUPERVISOR

VACANCY
NOTICE

The EDPS is looking for a

Records Management and Archives Policy Officer

Vacancy notice n°	EDPS-FO-25-2023
Type of post/type of contract	AD official
Grade/function group	AD5-AD9
Publication under	Article 29(1)(a), (b) and (c) of the Staff Regulations
Place of employment	Brussels (Belgium)
Deadline for applications	04/10/2023 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 120 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the **Governance & Internal Compliance Unit**, which is composed of a small and dynamic team of highly motivated colleagues. The unit is in charge of a number of cross-cutting activities such as records, archives and knowledge management, transparency and access to document, planning coordination and functions within the organisation such as Data Protection Officer and Internal Control Coordinator.

As a **Records Management and Archives Policy Officer**, your main responsibilities will include:

- Further develop and implement records and archives management policies and procedures, in particular with regard to a strategy for the long-term preservation of electronic records;
- Maintain and further develop EDPS business classification plan and retention schedules in cooperation with relevant internal stakeholders, and ensure compliance with international archival standards and with EU regulations on data protection, public access to documents;
- Maintain and further develop the records management systems in use within EDPS, liaising with institutional support services and service providers;
- Provide advice and guidance on records, archives and information management at Institution level, and provide training and user support;
- Contribute to the development and maintenance of broader information management processes and tools;
- Contribute to strengthening synergies in the unit's different areas of work;
- Cooperate with other organisations on records management and archives matters, and represent EDPS in network(s) related to records management and archives.

You may also be required to carry out additional tasks when necessary and in the interest of the service.

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet one of the following criteria by the deadline for submitting applications:

- work as official for one of the Institutions of the European Union in function group "Administrator" and a grade between AD5 and AD9 or
- be a laureate of an EPSO competition for "Administrators".

Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

Essential

- Appropriate professional experience in the field of records / archives management of at least three years;
- Sound knowledge and experience with standards, legislation and practices on records/archives/information management services;
- Very good knowledge of the structure and functioning of the European Union and of its institutions, and in particular of EU regulations relevant for the field of work;
- Very good level of written and spoken English, which is the main working language of the EDPS, is necessary;
- Excellent communication and inter-personal skills to engage and cooperate with EDPS colleagues, service providers, and other stakeholders;
- Sense of responsibility and discretion, flexibility, service-oriented attitude;
- Ability to analyse and structure information, and to identify and implement solutions taking into account operational aspects;
- Excellent organisational and prioritising skills;
- Very good technical skills; at ease working with different IT platforms;
- Experience as advanced user/DMO level with records management tools in use in the EU institutions, notably Ares.

Advantageous

- Experience in the development, maintenance, user support of IT solutions for records/archives/information management;
- Knowledge of/experience with digital preservation practices and IT tools;
- Experience in producing manuals and guidelines on internal procedures and providing training sessions;
- Good knowledge of French.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **04/10/2023 at 12:00 midday (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;
- an official document attesting your status as an official (category, grade); the different posts held in the EU institutions, bodies and agencies, and a copy of your last two staff evaluation reports; or an official document from EPSO attesting that you are a laureate of an "Administrator" competition.

Only duly completed applications submitted electronically within the deadline will be taken into consideration.

Candidates are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or internet connection issues could lead to difficulties in submission. The EDPS cannot be held responsible for any delay due to such difficulties.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS we aim for all selection panels to have a gender-balanced composition.

To ensure the Selection Panel's independence, it is strictly forbidden for candidates to contact any of its members on any matter related to the selection procedure. All inquiries or correspondence must be exclusively conducted via the functional mailbox edps-selections@edps.europa.eu. Candidates may be disqualified at any stage of the selection procedure if they contact or attempt to contact a member of the Selection Board of the competition unless explicitly authorised.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!

Brussels, 12/09/2023