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(Announcements)

ADMINISTRATIVE PROCEDURES

COUNCIL

Vacancy notice CONS/AD/188/23

Head of Unit – GSC.DPO Data Protection Officer

(2023/C 165 A/01)

GENERAL INFORMATION

Department	GSC.DPO Data Protection
Place of work	Brussels, Justus Lipsius Building
Title of post	Head of Unit — Data Protection Officer
Function group and grade	AD 9
Security clearance required	SECRET UE/EU SECRET
DEADLINE FOR APPLICATIONS	**2 June 2023** — 12:00 (noon) Brussels time

We are

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU and their preparatory bodies in all fields of their activities. Under the authority of the Secretary-General, it provides advice and support to the European Council, the Council and their Presidencies in all areas of activity, including policy and legal advice, coordination with other institutions, elaboration of compromises, supervising as well as attending to all the practicalities that are necessary for the good preparation and running of the European Council and the Council.

The Data Protection Officer (DPO) and the team in the data protection unit, led by the DPO, are directly attached to the Secretary-General of the Council. The data protection unit supports the DPO in their functions, as provided by Regulation (EU) 2018/1725 of the European Parliament and of the Council [1]. Detailed tasks and duties of the DPO in the GSC are listed in the Council Decision (EU) 2021/1093 [2].

The DPO is in charge of ensuring and monitoring, in an independent manner, the correct implementation of the provisions of Regulation (EU) 2018/1725 by the GSC and the institutions it supports. It has a central consultative role and visibility in the GSC for all matters related to data protection, following up closely on digitalisation of the working environment and underlying challenges and opportunities. The DPO and the data protection unit members contribute to the accountability of

[1] Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

[2] Council Decision (EU) 2021/1093 of 28 June 2021 laying down implementing rules concerning the Data Protection Officer of the Council, the application of Regulation (EU) 2018/1725 of the European Parliament and of the Council, and restrictions of data subjects' rights in the context of the exercise of the tasks of the Data Protection Officer of the Council, and repealing Council Decision 2004/644/EC (OJ L 236, 5.7.2021, p. 55).

the Council and the GSC as regards the data protection legislation, and advise managers and staff about their rights and obligations, pursuant to the Regulation. They also provide guidance, training and further information aimed to increase the knowledge and awareness of data protection rules in the GSC. The unit is the contact point with the European Data Protection Supervisor (EDPS). The DPO and the data protection unit also investigate matters directly related to data protection.

We propose

We offer a motivating Head of Unit post with high responsibility in an interesting and fast-moving environment. You will be appointed as the Data Protection Officer for the GSC. You will lead a small and friendly unit of seven colleagues.

The successful candidate will exercise all the tasks foreseen in Article 45 of Regulation (EU) 2018/1725 and Article 5 of Decision (EU) 2021/1093. Notably, the successful candidate will:

— ensure the application and implementation of Regulation (EU) 2018/1725 and monitor its compliance at the GSC;

— advise the Secretary-General of the Council, the delegated controllers and the operational controllers on matters concerning the application of data protection provisions;

— advise and assist the delegated controllers and the operational controllers when carrying out a data protection impact assessment;

— ensure that the rights and freedoms of data subjects are not adversely affected by processing operations;

— raise awareness on the applicable legal framework on the protection of personal data and contribute to creating a culture of protection of personal data within the GSC.

We look for

We are looking for a dedicated manager who will maintain the autonomy of the post, while exercising a high degree of organisational influence.

The successful candidate must have:

— an expert knowledge of EU data protection legislation (in particular of Regulation (EU) 2018/1725), as well as an understanding of the impact of Information and Communication technologies on the protection of personal data;

— a substantial experience in the matter;

— a sound knowledge of the GSC, its structure and its administrative rules and procedures;

— a previous management or coordination experience;

— the ability to take responsibility for their own and their team's performance, as well as for decisions taken, acting as a role model and managing own development.

Having worked in/with different parts of the GSC would be an asset.

All GSC managers are expected to advise their hierarchy and stakeholders, to manage their staff and financial resources, and to represent the GSC. These expectations are set out in the GSC horizontal manager's profile ([3]).

Furthermore, the jobholder will need to possess:

— leadership skills and the ability to give guidance, motivate and empower staff in a multicultural and diverse environment with a strong emphasis on staff development, and the ability to promote diversity and inclusion;

([3]) https://www.consilium.europa.eu/media/53279/gsc-manager-profile-en.pdf

— the ability to actively listen and respond to stakeholder views and needs and guide towards win-win outcomes;

— the ability to look at situations in a creative way, to conceptualise solutions and to adapt swiftly and effectively to a changing environment;

— the ability to engage in open dialogue with staff, create a constructive and positive working atmosphere, actively foster innovation and listen to their ideas on new approaches, novel working methods and applying the latest technologies;

— the ability to facilitate collaborative work on cross-cutting projects and issues, including with staff from other units, and to ensure coherence;

— the ability to plan proactively, including on staffing, finance, budget, and logistics; and to prioritise, coordinate and organise work over a considerable number of parallel activities;

— the ability to take responsibility for own and the team's performance as well as for decisions taken, by role modelling behaviour and managing own development;

— the ability to manage change and support staff through change;

— the ability to represent the GSC at public events and to actively network.

Given that the GSC has a policy of mobility for its managers, who are expected to have broad experience, candidates should be willing and able to work in different areas of activity during their career at the GSC.

RECRUITMENT POLICY

Applicants must meet the following requirements at the time of applying:

(a) **General conditions**

— be nationals of one of the Member States of the European Union;

— enjoy their full rights as citizens;

— have fulfilled any obligations imposed by the laws concerning military service.

(b) **Specific conditions**

— hold a university degree ([4]);

— have at least 12 years of relevant professional experience. Proven experience in leading teams is also required;

— given that English and French are used extensively for communication within the GSC and with other institutions, an excellent knowledge of one of the two languages and a good knowledge of the other is required. Knowledge of other official languages of the EU would be an asset.

NB:

(1) This post requires security clearance allowing access to classified documents (SECRET UE/EU SECRET level). Candidates applying for the post must be prepared to undergo security screening under Council Decision 2013/488/EU ([5]). Appointment to the post will only take effect on condition that the selected candidate has obtained a valid security clearance certificate. A candidate without security clearance will be offered a temporary contract until the result of the security clearance procedure is obtained.

(2) The successful candidate must be prepared to follow the GSC management training programme.

([4]) Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require applicants to have at least:
(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

([5]) Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

SELECTION PROCEDURE

In choosing the successful candidate the Appointing Authority shall be assisted by an advisory selection board. The advisory selection board will be supported by an assessment centre, run by external recruitment consultants. Reports established by the assessment centre for the same type of post will cease to be valid two years after the date on which the relevant exercises took place or upon termination of the framework contract between the GSC and the assessment centre in question — whichever date is the earliest.

The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all the applicants, on the basis of their applications. Based on that comparative assessment, the advisory selection board will shortlist those candidates who, in its opinion, are most suitable to be invited to a first interview. As this first selection is based on a comparative assessment of the applications, the fulfilment of the requirements of this vacancy notice does not guarantee an invitation to the first interview. From among the interviewed candidates, the advisory selection board will pre-select candidates to attend the assessment centre, as well as a second interview with the advisory selection board.

The provisional planning for the selection procedure is as follows:

— it is expected that candidates selected for the interviews will be informed by beginning of June 2023;

— the first interviews are foreseen to take place the second half of June 2023;

— the assessment centre is expected to take place between 3 and 6 July 2023;

— the second round of interviews is foreseen to take place the second half of July 2023.

NB: The above schedule is purely indicative and can be modified.

LEGAL BASIS

This post is published in all institutions of the European Union and outside the institutions, in conformity with Article 29, paragraphs 1 and 2 of the Staff Regulations of Officials of the European Union ([6]).

HOW TO APPLY

The closing date for applications is **2 June 2023** at 12:00 (noon) Brussels time.

Applications will be only accepted by email and must be sent to applications.management@consilium.europa.eu ([7]) no later than the closing date and time. **Late applications will not be considered.**

The email address indicated above must be used for any correspondence concerning the selection procedure (the email must have the following reference in the subject line: CONS/AD/188/23 GSC.DPO Data Protection).

Before submitting their application, candidates should carefully check whether they meet the requirements listed above under 'Recruitment policy', in order to avoid automatic exclusion from the selection procedure.

To be valid, the application file must include the following documents in pdf (NB: locked, password protected or electronically signed documents will not be accepted):

(a) the application form duly completed and dated (file to be named 'XXX (YOUR FAMILY NAME) — Application form. pdf'); to download the electronic application form (EN or FR) click on the appropriate link below or copy/paste it into your browser ([8]):

https://www.consilium.europa.eu/media/62493/gsc-application_form_senior_management_en.docx

https://www.consilium.europa.eu/media/62492/gsc-application_form_senior_management_fr.docx

([6]) Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, (OJ L 56, 4.3.1968, p. 1), consolidated text available at https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101

([7]) This email address is linked to a functional mailbox and can only process messages with sensitivity option set to 'Normal'; e-mails sent with other sensitivity options (e.g. 'Personal', 'Private', 'Confidential' or encrypted mails) cannot be processed. Please therefore select the 'Normal' sensitivity option. Your email must not be greater than 25 MB. If your email, together with its attachments, exceeds this maximum size, please split your attachments over a number of emails.

([8]) If you need more information and/or encounter technical problems, please send an email to: applications.management@consilium.europa.eu

(b) a detailed curriculum vitae in English or French (no photographs included), preferably in the Europass format (https://europa.eu/europass/en/create-europass-cv; https://europa.eu/europass/fr/create-your-europass-cv), covering the applicant's entire career, listing, inter alia, the applicant's qualifications, language knowledge, experience and current duties (file to be named 'XXX (YOUR FAMILY NAME) — CV.pdf');

(c) a motivation letter, in English or French (file to be named 'XXX (YOUR FAMILY NAME) — Motivation letter.pdf').

Failure to include these documents will render the application invalid.

NB: Copies of diplomas certifying education and copies of documents and certificates relating to professional experience will be requested from the preselected candidates invited for the first round of interviews. Supporting documents must have been issued by a third party.

The supporting documents should be numbered (Annex 1, 2, etc.) and must be grouped together in a **single pdf** document (file to be named 'XXX (YOUR FAMILY NAME) — Supporting documents.pdf'). This should include an index.

Failure to submit all supporting documents at latest the day before the first interview, may be considered as ground for disqualification.

Applications that arrive by post or via cloud-based data storage solutions or file-share platforms will not be considered.

The successful candidate will be asked to provide the originals of the above documents.

Candidates will receive an email acknowledging receipt of their application. However, technical difficulties affecting the sending of emails can occur. Therefore, if no email acknowledging receipt of the application is received, candidates are asked to contact applications.management@consilium.europa.eu. Since the advisory selection board will begin its work shortly after the closing date for applications, any correspondence about the receipt of the application should be made in the week following that date.

DIVERSITY AND INCLUSION

The GSC is committed to diversity and inclusion. For more information please see the relevant statement:

https://www.consilium.europa.eu/en/general-secretariat/jobs/diversity-and-inclusion/

REEXAMINATION OF APPLICATIONS

For information about the procedures relating to requests for complaints, appeals and referrals to the European Ombudsman you may consult:

https://www.consilium.europa.eu/media/56631/complaint-en.pdf

DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are spelled out in the privacy statement:

https://www.consilium.europa.eu/media/56660/jobs-data-protection-083r00-en.pdf