

ANNEX II - JOB DESCRIPTIONS OF MANAGERS

1. GENERAL SECRETARIAT OF THE COUNCIL (GSC)

a. Head of Unit

I. OVERALL PURPOSE OF THE JOB

- Under the authority of the Director-General/Deputy Director-General or a Director, manage the Unit in the implementation of the Directorate's work programme

I. GENERAL TASKS

- Under the authority of the Director-General/Deputy Director-General or a Director, manage the unit
1. and organise its activities and resources, and support and motivate staff in their work
 2. Contribute to the programming, establishment and implementation of the Directorate's activities linked to the areas covered by the unit
 3. Advise senior management and conduct studies in the field
 4. Participate and/or assist in negotiations and briefings in order to achieve compromises and solutions
 5. Ensure the quality of the services and products delivered by the unit
 6. Ensure professional management of the unit's resources
 7. Ensure effective communication and cooperation both within the unit and with other GSC services

III. COMPETENCIES

As per GSC Competency Framework

2. EUROPEAN PARLIAMENT (EP)

a. Head of Unit

Job : Man140 / Head of Unit

Function group : Administrator (m/f)

Family/sub-family : Management / General management

Tasks:

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|--------|--|
| (5197) | Managing, supervising, motivating and coordinating one or more teams - optimising the use of the department's resources to provide a high-quality service (organisation, management of human and budgetary resources, innovation, etc.) in its areas of responsibility |
| (5199) | Relaying guidelines, objectives, instructions and information - advising management, colleagues and MEPs in the areas of responsibility |
| (5200) | Devising, drawing up, formalising, proposing, implementing and following up objectives and action plans in the framework laid down by management |
| (8661) | Organising and coordinating the department's activities |
| (5201) | Responsibility for particular issues (multidimensional technical, administrative, legal, financial, budgetary and other studies), managing medium- and long-term institutional policy projects |
| (5204) | Providing specialised advice |
| (5203) | Taking part in working parties and institutional and/or interinstitutional committees, etc. |
| (5005) | Carrying out the tasks of authorising officer by subdelegation |

Training:

- | | |
|-------|---|
| (f02) | University education attested by a diploma or equivalent professional training as laid down in Article 5 of the Staff Regulations |
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Knowledges:

- | | |
|--------|---|
| (3002) | Knowledge of the General Secretariat's structure, organisation, environment and the various people involved |
| (2001) | Knowledge of Parliament's Rules and procedures |
| (2010) | Knowledge of the department's area of activities |
| (2008) | Knowledge of the administrative procedures associated with the areas of activity |
| (4000) | Administrative skills (in such areas as human resources and/or management and/or budgeting and/or finance and/or IT and/or legal affairs, etc.) |
| (4001) | Knowledge of management techniques |
| (4500) | Writing skills |
| (1518) | Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity |
| (6143) | In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages |

Competencies:

- | | |
|-------|-------------------------------------|
| (enc) | Management skills |
| (str) | A flair for strategy |
| (com) | Communication skills |
| (org) | Organisational and planning skills |
| (ana) | Analytical and comprehension skills |
| (ess) | Ability to identify key information |

Environment:

(100)	Missions to the various places of work
(300)	Interaction with outside service-providers
(303)	Frequent contact with people inside and outside Parliament
(205)	Variable and/or flexible pace and hours of work

b. Head of department

Job : Man161 / Head of department

Function group : Administrator (m/f)

Family/sub-family : Management / General management

Tasks:

(7458)	Supervising, managing, motivating and coordinating a team so as to make best use of human resources and ensure quality of service
(5200)	Devising, drawing up, formalising, proposing, implementing and following up objectives and action plans in the framework laid down by management
(5249)	Allocating human resources in accordance with the workload and project development
(5281)	Defining priorities, communicating with requesting departments, anticipating work to be carried out, ensuring an appropriate quality level in the work
(5323)	Administering specific projects and steering them through
(5324)	Acting as an interface with the other administrative departments in the Secretariat
(5695)	Monitoring, coordinating and supervising the department's budgetary and contract management, helping draw up the plan for the budget headings managed by the department
(5203)	Taking part in working parties and institutional and/or interinstitutional committees, etc.

Training:

(f02)	University education attested by a diploma or equivalent professional training as laid down in Article 5 of the Staff Regulations
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Knowledges:

(3002)	Knowledge of the General Secretariat's structure, organisation, environment and the various people involved
(4007)	Knowledge of team management methods
(4000)	Administrative skills (in such areas as human resources and/or management and/or budgeting and/or finance and/or IT and/or legal affairs, etc.)
(4500)	Writing skills
(1518)	Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity
(6143)	In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages

Competencies:

(enc)	Management skills
(ess)	Ability to identify key information
(ant)	Forward planning
(com)	Communication skills
(rel)	Interpersonal skills
(con)	Confidentiality/discretion

Environment:

(208)	Need to be flexible
(100)	Missions to the various places of work
(303)	Frequent contact with people inside and outside Parliament

c. Officer in charge/Team coordinator

Job : Man163 / Officer in charge / Team coordinator

Function group : Administrator (m/f)

Family/sub-family : Management / General management

Tasks:

- (7458) Supervising, managing, motivating and coordinating a team so as to make best use of human resources and ensure quality of service
- (5200) Devising, drawing up, formalising, proposing, implementing and following up objectives and action plans in the framework laid down by management
- (5323) Administering specific projects and steering them through
- (5324) Acting as an interface with the other administrative departments in the Secretariat
- (5203) Taking part in working parties and institutional and/or interinstitutional committees, etc.

Training:

- (f02) University education attested by a diploma or equivalent professional training as laid down in Article 5 of the Staff Regulations

Knowledge:

- (3002) Knowledge of the General Secretariat's structure, organisation, environment and the various people involved
- (2003) Knowledge of Parliament's Rules of Procedure, legislative procedures, and internal rules and procedures
- (4000) Administrative skills (in such areas as human resources and/or management and/or budgeting and/or finance and/or IT and/or legal affairs, etc.)
- (4500) Writing skills
- (4007) Knowledge of team management methods
- (1518) Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity
- (6143) In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages

Competencies:

- (enc) Management skills
- (ess) Ability to identify key information
- (ant) Forward planning
- (com) Communication skills
- (rel) Interpersonal skills
- (con) Confidentiality/discretion

Environment:

- (208) Need to be flexible
- (100) Missions to the various places of work
- (303) Frequent contact with people inside and outside Parliament

d. Assistant team coordinator

Job : Man1631 / Assistant Team coordinator

Function group : Assistant (m/f)

Family/sub-family : Management / General management

Tasks:

- (7458) Supervising, managing, motivating and coordinating a team so as to make best use of human resources and ensure quality of service
- (5199) Relaying guidelines, objectives, instructions and information - advising management, colleagues and MEPs in the areas of responsibility
- (5281) Defining priorities, communicating with requesting departments, anticipating work to be carried out, ensuring an appropriate quality level in the work
- (5588) Making contact and liaison with staff in other directorates/units/departments
- (5619) Compiling dossiers following established procedures, in paper or electronic form, and providing the decision-making authorities with finalised dossiers - with relevant background information if necessary
- (6336) Dealing with cases with administrative and/or budgetary, financial or staff management aspects, etc.
- (5592) Following up decisions, providing information in answer to inquiries on progress in the cases, drawing up summaries
- (5203) Taking part in working parties and institutional and/or interinstitutional committees, etc.

Training:

- (f01) Education attested by a diploma or equivalent training/professional experience as laid down in Article 5 of the Staff Regulations

Knowledges:

- (3002) Knowledge of the General Secretariat's structure, organisation, environment and the various people involved
- (2003) Knowledge of Parliament's Rules of Procedure, legislative procedures, and internal rules and procedures
- (4000) Administrative skills (in such areas as human resources and/or management and/or budgeting and/or finance and/or IT and/or legal affairs, etc.)
- (4007) Knowledge of team management methods
- (4501) Writing skills (administration: notes, letters, minutes, etc.)
- (1518) Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity
- (6143) In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages

Competencies:

- (org) Organisational and planning skills
- (pro) Problem-solving skills
- (enc) Management skills
- (rel) Interpersonal skills
- (con) Confidentiality/discretion
- (rig) A meticulous approach

Environment:

- (213) Deadlines to be met
- (303) Frequent contact with people inside and outside Parliament

e. Senior assistant team coordinator

Job : Man1631SR / Senior assistant team coordinator

Function group : Assistant (m/f)

Family/sub-family : Management / General management

Tasks:

- (8724) Carrying out administrative or technical activities requiring a high degree of autonomy and carrying significant responsibilities
- (7458) Supervising, managing, motivating and coordinating a team so as to make best use of human resources and ensure quality of service
- (5199) Relaying guidelines, objectives, instructions and information - advising management, colleagues and MEPs in the areas of responsibility
- (5281) Defining priorities, communicating with requesting departments, anticipating work to be carried out, ensuring an appropriate quality level in the work
- (5588) Making contact and liaison with staff in other directorates/units/departments
- (5619) Compiling dossiers following established procedures, in paper or electronic form, and providing the decision-making authorities with finalised dossiers - with relevant background information if necessary
- (6336) Dealing with cases with administrative and/or budgetary, financial or staff management aspects, etc.
- (5592) Following up decisions, providing information in answer to inquiries on progress in the cases, drawing up summaries
- (5203) Taking part in working parties and institutional and/or interinstitutional committees, etc.

Training:

- (f01) Education attested by a diploma or equivalent training/professional experience as laid down in Article 5 of the Staff Regulations

Knowledges:

- (3002) Knowledge of the General Secretariat's structure, organisation, environment and the various people involved
- (2003) Knowledge of Parliament's Rules of Procedure, legislative procedures, and internal rules and procedures
- (4000) Administrative skills (in such areas as human resources and/or management and/or budgeting and/or finance and/or IT and/or legal affairs, etc.)
- (4007) Knowledge of team management methods
- (4501) Writing skills (administration: notes, letters, minutes, etc.)
- (1518) Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity
- (6143) In-depth knowledge of one of the official languages of the European Union and a very good knowledge of at least one other of these languages

Competencies:

- (aut) High degree of autonomy
- (org) Organisational and planning skills
- (pro) Problem-solving skills
- (enc) Management skills
- (rel) Interpersonal skills
- (con) Confidentiality/discretion

Environment:

- (213) Deadlines to be met
- (303) Frequent contact with people inside and outside Parliament