

Vacancy Notice

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following temporary agent profile:

Reference number	ECHA/TA/2023/002
Job Title	Data Manager
Function Group/Grade	Temporary Agent, AD 6 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	09 March 2023
Deadline for Applications	03 April 2023, at noon, 12:00 Helsinki time (11:00 CET)

1. Who we are

The [European Chemicals Agency](#) (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over the European Union and the European Economic Area. We are committed to achieving diversity, as the diversity of ECHA's staff is essential to the Agency's success. We do not discriminate on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Candidates who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

ECHA achieved excellent results in the most recent staff survey (2021) and has been awarded a recognition as one of [Finland's most inspiring workplaces](#). This acknowledgement signals a high employee engagement level and indicates that the Agency develops the organisation, staff wellbeing, operating culture and collaboration together with staff. The recognition is given to Finnish organisations that achieve outstanding results in the PeoplePower® employee survey carried out by Eezy Flow. You can read more about this acknowledgement here: <https://www.innostavimmat.fi/in-english>.

2. Is this job for you?

Are you looking for a challenge in a leading organisation at the EU and international level?

Would you like to work with one of the largest chemicals databases in the world and harness its full potential for the protection of the environment and the health of European citizens and workers?

Are you ready to play a role in the implementation of the EU's Chemicals Strategy for Sustainability, in particular the Common Data Platform on Chemicals¹?

Don't miss this opportunity to join our multidisciplinary team and shape the vision of how chemicals data is used to safeguard human health and the environment.

Chemical identifiers underpin the regulatory processes and databases that are at the core of the work done at ECHA. With the ever-increasing number and type of data sources managed by the Agency, and the ambition to bring together EU chemicals data into one common platform, sound and sustainable management of chemical identifiers data is fundamental. The data manager for chemical identifiers leads a cross-functional activity that aims at ensuring the consistent handling of substance identifiers across different regulations.

We are looking for an enthusiastic and dynamic data manager, who has a successful record in managing and leading the integration and data governance of substance identifier information, and which understands the challenges of identification of industrial chemicals in a regulatory context. Together with highly skilled and motivated colleagues (including chemists, regulatory officers, product managers, data architects and IT managers), you will have the opportunity to work in an exciting time for ECHA and EU chemicals management: by facing leading-edge scientific and regulatory questions, including integration of information with other regulations and agencies.

The successful candidate will be expected to interact with a wide range of colleagues at all levels of the Agency, Commission, EU agencies, Member State representatives and other stakeholders.

3. Key responsibilities

As data manager, you will work in the Computational Assessment Unit of the Prioritisation and Integration Directorate and will collaborate closely with the Chemistry Unit as well as with the various other teams and units responsible for the Agency's regulatory operations and information systems.

You will be responsible for ECHA's chemical identifiers management system, as well as the related process and governance activities. Together with other operational units, you will create a vision for the management of chemical identifiers from various registers within ECHA's remit, having also in mind new types of data on chemicals submitted to the Agency, and the EU Common Data Platform on Chemicals which will bring together chemicals data from legislations across the EU.

You will oversee the implementation of the vision into an IT system supported by clear and uniform governance and processes to manage the registers under ECHA's remit, while ensuring coordination of the activities of dependent systems.

In particular, your responsibilities include:

¹ [Information session on 'one substance, one assessment' for stakeholders and citizens \(europa.eu\)](https://europa.eu/europa/en/information-session-on-one-substance-one-assessment-for-stakeholders-and-citizens)

- Develop a strategy for ECHA's chemical register management, encompassing governance, processes and IT tools, and having in mind the needs of the various regulatory activities that generate and use such information now and in the future.
- Oversee implementation of a chemical identifier management IT system and manage the transition from the current data flows to the future one, including coordinating the system testing.
- Contribute to the maintenance and documentation of procedures to manage chemical identifier data, in view of their multiple uses by dependent systems, including the definition and introduction of quality control mechanisms.
- Support ECHA's Data Council in ensuring data governance policies are correctly applied, followed and reported and that issues are promptly addressed, while being data steward of chemical identifiers master data.
- Further promote interoperability of data sources through the use of common chemical identification and facilitate its correct usage.
- Throughout the work, liaise with product and project managers and other relevant parties to ensure strategies and priorities are aligned with dependent products and solutions e.g. dissemination, regulatory case management, data submission, reporting or data analytics; ensure adherence to legal provisions, confidentiality and quality standards.

The ideal candidate possesses:

- Understanding of the challenges related to centralising registers management of industrial chemicals;
- Strong organisation and coordination skills;
- Good collaboration, interpersonal skills and communication skills – both written and verbal - having experience taking an active role in multidisciplinary networks;
- Able to work effectively at all levels in an organization and influence others and move toward a common vision or goal, rather than through direct authority;
- Outstanding problem-solving, analytical, and interpersonal skills;
- Aptitude for and interest in understanding both regulatory and technical information;
- Flexible working style, characterized by fast pace and willingness to accept uncertainty in initial analyses;
- Experience in designing and implementing processes; and
- Aptitude for teamwork.

4. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

a. General requirements

The applicant must:

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)²;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties³;
- Be physically fit to perform the duties⁴;
- Have a thorough knowledge of one of the official languages of the European Union⁵ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁶.

b. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years or more.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

c. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁷ of at least three (3) years acquired after achieving the minimum requirements stated out in section 4.b of this vacancy notice. At least two (2) years of your total professional experience must be relevant professional experience⁸ in the fields listed in section 3.

² The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

³ Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

⁴ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Union.

⁵ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁶ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁷ Only appropriate professional experience acquired after achieving the minimum qualification stated in 4.b. shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in 4.b. shall be taken into consideration. Professional activities pursued on a part-time basis shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁸ Relevant experience should be described in your application.

5. Selection criteria

If you meet the eligibility criteria set out in section 4, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to an interview.

- **Your academic and professional qualifications** and their relevance to the main areas of work listed in section 3.

Preference will be given to qualifications obtained in or covering the following fields:

- chemical engineering
 - chemistry
 - information management systems
 - systems engineering
 - other relevant IT (data / architecture) or chemistry related qualification
- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The Selection Committee will assess the range of fields covered, the length, the type and level of work done and its relevance to the areas of work listed in section 3.

The following will be considered as assets:

- Good knowledge of chemical registers management;
- Experience of project management, product management, agile software development and/or team leadership, supplemented by certifications such as (e.g. PM2, Prince, scrum, agile, SAFe, Azure DevOps);
- Proven experience of working abroad and/or in a similar international/multicultural environment. Preference will be given to work experience abroad;
- Working knowledge with EU chemicals regulations (REACH, CLP, PIC, Biocides, WFD).

Your academic and professional qualifications, professional experience and knowledge and experience considered as an asset **must be described as precisely as possible in your application.**

6. Interview and written test

If selected for interview and/or written test, you will be assessed on the basis of the following criteria:

6.1 Specific knowledge related to the post:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 3;
- Knowledge and experience in leading change management and in leading process excellence and performance improvement, including optimising efficiencies in processes.

6.2 General competencies⁹ and conduct required for the job:

- Understanding of the role and aims of ECHA in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.).
- Interpersonal skills and ability to work effectively in a multidisciplinary and multicultural environment;
- Ability to independently and efficiently lead the preparation, building agreement, planning and coordination of relevant activities;
- Ability to perform analytical work and synthesising large volumes of raw information;
- Ability to work with others in a collaborative and open manner from the perspective of a horizontal function;
- Excellent command of spoken and written English.

Your ability to communicate in spoken/written English, and the knowledge, skills and competencies related to the job will be assessed throughout the written tests and interviews.

For native English speakers, your ability to communicate in your second EU language will be tested during the selection process. As this forms part of the general requirements stated under section 4.a General Requirements from above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

Interviews and written tests may be organised **remotely**.

7. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 4, 5 and 6, you will be placed on the reserve list. The reserve list will be valid for a period of two years, with the possibility of extension.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

At ECHA, we believe in continuous learning and flexible work assignments to ensure the best use of our human resources and to maintain a high level of staff motivation and expertise.

⁹ You can read more about the general competencies in place in ECHA through the following link:
https://echa.europa.eu/documents/10162/17100/echa_staff_competencies_en.pdf/81a7fbf-730a-4bc2-9681-24095900028c?t=1476375368217

Hence, your career at ECHA, once recruited, may lead you to another role within ECHA in the future.

8. What we offer

a. Engagement and conditions of employment

Successful applicants may be offered an employment contract for five years as a temporary agent, in the grade **AD 6**. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)¹⁰ or, subject to the establishment plan availabilities, Article 10⁹ respectively, if the person prefers to ensure continuity of contracts.

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

b. Salary & benefits

The successful candidate will be recruited as a Temporary Agent Grade AD 6 with the basic monthly salary starting from € 6.066,59, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. To reflect the higher cost of living in Finland, the basic salary is weighted by applying a coefficient (currently at 117.3%). The basic salary indicated above is the amount before the adjustment.

In addition to the basic salary, ECHA offers a range of benefits which include allowances, such as a household allowance, an expatriation allowance (16% of the basic salary) and a dependent child allowance, as well as a welfare package including pension scheme, medical and accident coverage.

For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

9. Other information

For more information on the selection process of temporary agents and on the contractual and working conditions, please refer to:

¹⁰ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

- **Guide for Applicants:**
https://echa.europa.eu/documents/10162/17100/general_guide_for_applicants_en.pdf/cd910e74-63ba-4cdd-b87f-29f0a77d0fea?t=1646396767190
- **Implementing rules** concerning temporary agents:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- **Conditions of Employment of Other Servants** of the European Union:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>
- **Protection of personal data:** The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725 on the protection of personal data.
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>