

## Data and Business Process Management Expert

(SRB/AD/2022/003)

Type of contract	Temporary agent
Function group and grade	AD5
Duration of contract	3 years (renewable)
Area	Data and Business Process Management
Place of employment	Brussels, Belgium
Estimated monthly basic salary	€ 5 010.72
Deadline for applications	04/04/2022 at 12:00, Brussels time
Reserve list valid until	31/12/2022
Probation period	9 months

### The SRB

The Single Resolution Board (SRB) is the central resolution authority within the Banking Union (BU). Together with the National Resolution Authorities (NRAs) of participating Member States (MS), it forms the Single Resolution Mechanism (SRM). The SRB works closely with the NRAs, the European Commission (EC), the European Central Bank (ECB), the European Banking Authority (EBA) and National Competent Authorities (NCAs). It contributes to safeguarding financial stability.

Its mission is to ensure an orderly resolution of failing banks with minimum impact on the real economy and on public finances of the participating Member States and beyond. Therefore, the SRB is granted with specific tasks and responsibilities to prepare for, and carry out, the resolution of banks that are failing or likely to fail.

The SRB is also responsible for managing the Single Resolution Fund, as established by the SRM Regulation, to ensure that medium-term funding support is available while a bank is being restructured and/or resolved.

The SRB is a self-financed agency of the European Union.

## The job

The SRB is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of *Data and Business Process Management Expert*.

### 1. Profile

The Data and Business Process Management (DBPM) team has been recently created as a result of a strategic initiative launched to assess the current business architecture and define the target together with ICT. This new team supports the definition and implementation of a coherent and efficient business infrastructure, both from a data management and process perspective. In particular, the team defines the data governance framework, ensures coherence and synergies between the various business requests to support the development of the architecture and to optimise the use of the SRB's ICT resources and represents the SRB in the related external initiatives, where relevant and in cooperation with the responsible directorates/units.

The DBPM team is led by the DBPM Team Leader and composed of one DBPM expert and one senior expert. The team is located in one of the Resolution Planning Units. The team supports the core SRB activities (Resolution Planning, Crisis Management and Single Resolution Fund) by providing expertise on the efficient management of the data and business processes underlying these functions and by articulating the business needs in the target architecture. The DBPM team collaborates with all the relevant internal and external stakeholders.

DBPM experts will support the DBPM Team Leader in coordinating strategic SRB processes and data management solutions initiated by Business Process and Data owners within the SRB. Under the supervision of the HoU in charge and the DBPM Team Leader, they will contribute to develop a centre of knowledge and excellence within the SRB on data and relevant business process management matters.

#### 1.1 Tasks

In particular, the jobholder will be asked to perform the following tasks:

##### **Program / Process / Project Management**

- Support the definition of the global data and business architecture together with all the stakeholders;
- Evaluate risks and opportunities of proposed data and business process developments and propose recommendations for optimising processes/tools or for creating new processes/tools fitting with the global business architecture;
- Closely cooperate with ICT Project Managers and Data/Business Process owners to define together the global business architecture;
- Centralise requests from business units to develop new ICT systems or to enhance existing ones, and assess how they fit in the global business architecture ;
- Organise and prepare the SRB MIS Steering Committee to validate SRB business architecture, prioritisation of ICT requests, data governance;
- Support the definition of the data strategy and develop together with ICT and all the stakeholders the data-related policies (e.g. data governance, data taxonomy, access rights);
- Ensure that the data collection and processing solutions are well integrated, efficiently catalogued and follow the global data governance;
- Promote the role of the DBPM as knowledge centre at the SRB on data and business process.

##### **Management and Processing of Statistical Data and IT**

- Management of the SRB's Data Warehouse and Bank Referential;
- Ensure Core SRB processes (resolution planning, crisis management and SRF) are adequately documented, clear and updated regularly;
- Provide support to business and data owners on process documentation.

Carry out any other tasks requested by line management in the interest of the service.

## Qualifications and Other requirements

### 2. Eligibility criteria

Only complete applications registered via EU CV ONLINE and before the deadline for applications as mentioned in this document will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered; applications received in other languages than English will not be considered eligible.

#### 2.1 General conditions

By the closing date of this call, candidates must:

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens<sup>1</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties<sup>2</sup>.

#### 2.2 Education

A level of education which corresponds to completed university studies of at least three years attested by a diploma in a field relevant to the position (i.e. economics, business administration, finance, mathematics, engineering, etc)

**Candidates must indicate in their applications the official graduation dates for all the diplomas they have obtained.**

Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under *'Additional information'*.

#### 2.3 Language skills

As the predominant working language of the SRB is English, candidates must have an excellent command of spoken and written English (note: native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage). Candidates must also have a satisfactory knowledge of another official language of the European Union<sup>3</sup> to the extent necessary for the performance of his/her duties.

### 3. Selection criteria

#### Essential

#### 3.1 Specific criteria

- Suitability to perform the tasks described in Section 1.1;
- Knowledge in either the financial industry or in a central bank, national supervisory or resolution authority;
- Knowledge in project management gained through relevant projects (please describe the objective of each project, the duration, the budget and your role in it) and training (please mention all your relevant certificates, diplomas, with the duration and a brief description);
- Knowledge in data management gained through relevant projects (please describe the objective of each project, the duration, the budget and your role in it) and training (please mention all your relevant certificates, diplomas, with the duration and a brief description).

---

<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>2</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

<sup>3</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

### 3.2 General competences

- Excellent analytical and problem-solving skills and ability to think creatively;
- Ability to coordinate multiple stakeholders, to identify solutions and to reach consensus;
- Ability to prioritise tasks and manage multiple assignments while paying attention to detail;
- Ability to work in a team as well as independently;
- Excellent drafting and communication skills.

#### Advantageous

- Experience of working in multicultural organisations;
- Proven experience with the development and implementation of a data strategy and governance;
- Proven experience in financial reporting;
- Proven experience as manager of a portfolio of business projects and related interactions with ICT.

## The selection process

### 4. How to apply

Candidates must apply through the EU CV Online system<sup>4</sup> via this link:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&langue=EN)

**Before applying, candidates should carefully check whether they meet all the eligibility criteria.**

To be able to apply online via the EU CV online database, candidates must first create an account or sign in to an existing account. If not done already, candidates must first fill in the electronic CV, write the motivation letter and apply to the call for expressions of interest.

**Applications shall be made in English to be considered.**

**It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to submit it before the deadline for submission.** All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

**Deadline for applications: 04/04/2022 at midday (12:00 Brussels time).**

No supporting documents are required at this stage – these will be required at a later stage.

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. **If the candidate does not receive a number, the application has not been registered.**

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend the assessment.

If the candidate requires more information, he/she will have to send an e-mail to [SRB-RECRUITMENT@srb.europa.eu](mailto:SRB-RECRUITMENT@srb.europa.eu).

<sup>4</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

## 5. Steps of the selection procedure

### 5.1 Admission to the selection procedure

After the deadline for online registration, the Selection Panel will verify the submitted applications against the eligibility criteria described in Section 2 “**Eligibility criteria**”. Applications satisfying these conditions will then be assessed against the “**Selection criteria**” under Section 3.

### 5.2 Assessment of the eligible applications

The Selection Panel will analyse the motivation letters and CVs of eligible applicants with reference to:

- The **Selection Criteria** (“**Essential**” and “**Advantageous**”)
- The overall assessment of the quality & suitability of the application based on the requirements of the post.

Upon completion of the assessment, the Selection Panel will establish a shortlist of candidates, best matching the needs of the Agency for the functions and duties mentioned in this vacancy notice and non-retained candidates will be notified of the status of their application.

### 5.3 Invitation to assessment phase

Following the evaluation of the applications, the most suitable candidates for the post will be invited to an assessment, which will be held in Brussels or remotely.

*Details of the time, date and address of the assessment will be communicated to candidates in due time.*

### 5.4 The assessment phase

An interview and a written test, and/or other tests with the Selection Panel will enable it to carry out an assessment of the candidate according to the “**Selection criteria**” described in Section 3.

The assessment phase will be conducted in English.

### 5.5 Verification of documents and scrutiny

The candidates' applications will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

The candidate will be disqualified from the selection process if at any stage of the procedure it is established that the information provided in the application has been knowingly falsified or incorrect.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

### 5.6 Reserve list

The Selection Panel will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Chair of the SRB for approval. The adopted reserve list will be valid until 31/12/2022. The validity of the reserve list may be extended by decision of the Chair of the Board.

Candidates should note that inclusion on a reserve list does not imply any entitlement to employment in the SRB.

Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the SRB (e.g. including a further interview).

## Other important information

### 6. General information

#### 6.1 Equal opportunities

The SRB applies a policy of equal opportunities and accepts applications without discrimination on the ground 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.

#### 6.2 Selection Panel

A Selection Panel will be appointed for this selection procedure and will be composed of at least 3 members (and alternates), including a member designated by the Staff Committee of the SRB.

The names of the Selection Panel members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Panel, either directly or indirectly, concerning the selection procedure. The Selection Panel's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the SRB reserves the right to disqualify any candidate who disregards these instructions.

#### 6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

#### 6.4 Appointment and conditions of employment

On the basis of the reserve list, successful candidates may be offered a contract as a Temporary Agent, AD5, in accordance with the SRB's Implementing Provisions on the employment of Temporary staff under Article 2f of the Conditions of employment of other servants of the European Union for an initial period of 3 years (including a probationary period of **nine** months).

The contract may be renewed for a further period of three years. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Brussels (Belgium), where the SRB has its premises.

Temporary Agents will be required to demonstrate before their first promotion the ability to work in a third official language of the EU.

#### 6.5 Remuneration

Successful candidates who are offered a contract of employment will, on entry into service, be placed in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries for grade AD5, as at 1 July 2021 in Brussels, are:

- Step 1: € 5 010.72
- Step 2: € 5 221.27

In addition to the basic salary, staff members may be entitled to various allowances depending on their personal situation, such as expatriation allowance, household allowance, dependent child allowance, education allowance, etc. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

#### 6.6 Protection of personal data

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the SRB. The personal information requested by the SRB from candidates will be processed as required by 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 (Official Journal of the European Union, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data. In this regard, please see the [Privacy statement](#).

### *6.7 Appeal procedure*

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union, any candidate may submit to the SRB a complaint against an act adversely affecting him/her. Any such complaint should be made to:

#### **SRB Single Resolution Board**

For the attention of the Chair of the SRB  
Selection procedure: Ref. SRB/AD/2022/003  
Treurenberg 22  
B-1049 Brussels  
BELGIUM

The complaint must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

#### **The General Court**

Rue du Fort Niedergrünewald  
L-2925 Luxembourg  
LUXEMBOURG  
[http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/)

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

#### **The European Ombudsman**

1 avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex  
FRANCE  
<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.