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Sustainability Officer

Please apply by 31/01/2019 at 23:55 hrs CET (Cologne time)

Vacancy notice ref: EASA/AD/2018/013

The Organisational Context

The **aviation sector** is a global industry. It is today undergoing a profound transformation driven by technological advances, heightened international competition and global digitalisation.

The European Union (EU) has created a dedicated specialised agency, the **European Union Aviation Safety Agency (EASA)**, to deliver EU's aviation safety ambition of ensuring that European citizens enjoy the highest common level of safety and environmental protection. EASA has specific regulatory responsibilities and executive tasks in the area of aviation safety and delivers certification services to the aviation industry.

In EASA's organisational model, the **Environment Department** is responsible for the Agency's activities to reduce negative environmental impacts of aviation in terms of climate change, air quality and noise. Core responsibilities include environmental certification (aircraft noise and aircraft engine emissions) and related standard setting in the domain of environmental protection. The Department coordinates transversal activities with the European Commission, other Agencies and National Aviation Authorities, ICAO and relevant stakeholders. For more information about our environmental activities please click [here](#).

We are an equal opportunities employer, committed to diversity and non-discrimination. To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

For more information about the Agency please consult our [website](#).



Your accountabilities

As Sustainability Officer, you will develop the Agency's environment and sustainability activities in line with the New Basic Regulation (NBR) (EC) 1139/2018. The NBR strengthens the role of the Agency in the area of environmental protection. You will therefore be involved in standard setting activities regarding novel technologies (e.g. supersonic aircraft, urban air mobility, drones), life cycle analyses, REACH¹ and a development of sustainable aviation fuels, which are foreseen to require increased efforts.

Main accountabilities:

- Contribute to the development of methodologies for Life Cycle Assessments and trade-off assessments;
- Support the definition, development, monitoring and assessment of benefits from Sustainable Aviation Fuels;
- Establish appropriate methodologies to assess the environmental performance of novel technologies (e.g. drones, urban mobility, electric/hybrid, batteries);
- Actively contribute to the measurement and communication of the aviation sector's environmental performance;
- Support the development of the European Aviation Environmental Report, as well as other publications;
- Provide unique expertise for various other core functions of the Agency in order to ensure a high level of environmental compatibility and consistency of the European aviation system;
- Represent the Agency externally when requested to do so.

The position requires the jobholder to travel occasionally in order to carry out the above mentioned tasks.

¹ Registration, Evaluation, Autorisation and Restriction of Chemicals



Your Skills and Competencies

Once it has been confirmed that your application complies with the eligibility criteria listed in the [Annex](#), you will be assessed against the essential criteria and advantageous criteria listed below:

Essential criteria:

- Education and/or training in aeronautics, environmental sciences or other relevant subjects giving a similar background demonstrating the ability to work in the function;
- Minimum 3 years of professional experience in the field of environmental protection and/or fuel efficiency and/or sustainable fuels, or in similar positions related to the activities contained in the job description;
- Good knowledge of environmental Life Cycle Assessments as by shown by professional experience;
- Experience in measurement and/or communication of environmental performance (e.g. environmental reporting, certification, labels); and
- Good command of both written and spoken English.

Advantageous criteria:

- Participation in international working groups (e.g. ICAO) or standardisation bodies (e.g. ASTM², SAE³) in the field of aircraft environmental performance;
- Familiarity with proposed ICAO Annex 16 Volume IV and ICAO Doc 9501 (Environmental Technical Manual) Volume IV and the EU Renewable Energy Directive (RED);
- Good knowledge of policies on sustainable aviation fuels as shown by professional experience; and
- Good knowledge of novel technologies relevant to aviation (e.g. electric aircraft, battery technologies, eVTOLs⁴, Drones) shown by professional experience.

Candidates invited to the interview and test phase will be assessed against the following **behavioural competencies**:

- *Environmental Awareness*: Ability to identify, assess, mitigate or prevent and monitor risks.
- *Critical thinking*: Ability to evaluate information with accuracy and objectivity. Use and synthesise data from a variety of sources appropriately, and to apply this according to different requirements.
- *Problem solving*: Anticipate, investigate and analyse issues in a structured, accurate and objective way. Generate, evaluate and propose justified conclusions based on a variety of data and after thorough analysis of all pros and cons.
- *Communication*: Ability to articulate and express information, both written and oral, in particular able to write clear and concise reports.
- *Stakeholder focus*: Ability to engage with appropriate internal and external stakeholders and to prioritise stakeholder interests in order to improve processes and achieve goals.
- *Credibility*: Ability to build up confidence and trust through expert up-to-date knowledge and high quality work results.
- *Quality Orientation*: Commitment to ensure high standard of delivery in terms of reliability, accuracy and consistency.

² American Society for Testing and Materials

³ Society of Automotive Engineer

⁴ Electric vertical take-off and landing vehicles



What we offer

The EASA environment

- Opportunity to contribute to the European Union's ambitions and the development of European Aviation Safety in particular;
- Dynamic multinational work environment, building on staff diversity and competencies as a core asset; and
- Modern Human Resources management environment and access to a variety of multicultural education facilities.

Contract and Benefits

- Contract of 5 years, as a Temporary Agent of the European Union with the possibility of extension (grade AD 6);
- Minimum basic gross salary of 5.416,58 EUR;
- Salary exempted from national tax on revenue in the EU, but subject to taxation at source for the benefit of the EU budget;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Annual leave entitlement of at least 28 days;
- Broad specific Sickness and Unemployment Insurance Scheme enabling access to care worldwide; and
- EU Civil Service Pension rights after 10 years of service.

Life in Cologne, Germany

- Life in the vibrant and multicultural city of Cologne, fourth largest city in Germany, with easy access to other cities thanks to its excellent transport connections.

For further information, please consult [Working for us](#)⁵.

How to apply

You must apply on-line using the [eRecruitment Tool](#)⁶ ensuring that you submit:

- The completed electronic EASA application form; and
- A motivation letter of no more than one page, explaining why you are interested in the post and what your added value to the Agency would be, if selected.

We strongly encourage you to provide sufficient information to enable us to evaluate your eligibility and suitability for the specific position. We recommend that you refer to the Skills and Competencies part and the Job Content to demonstrate how you meet the requirements.

Failure to submit a complete set of documents might result in exclusion from the selection process.

If you are invited to the test phase, you will be required to provide all original supporting documentation evidencing the information given in the application form⁷.

⁵ <http://www.easa.europa.eu/system/files/dfu/Working-for-us.pdf>

⁶ <https://erecruitment.easa.europa.eu/default.aspx>

⁷ For further details on the Agency's recruitment procedure, please consult [Recruitment Procedure](#)⁷ and the [eRecruitment User-Guide](#)⁷ on our website.

Selection process

Screening of applications

An appointed Selection Board will review all applications.

If your application satisfies the Eligibility Criteria, it will be further assessed and scored against the Essential and Advantageous Criteria. If you fail to demonstrate compliance with at least one of the Eligibility or Essential Criteria your application will be excluded from the selection process. Advantageous criteria constitute additional assets and failure to fulfil these additional criteria will not result in exclusion.

To pass the screening phase and be invited to the test phase, you need to receive at least 50% of the highest possible score during the evaluation of the applications.

Only candidates with most potential for the job will be invited to further assessment steps.

Test Phase

In this phase, you will be assessed against the specific and behavioural competencies and skills needed for the successful performance of the role.

The test phase will include:

- Structured interview(s)⁸;
- Competency tests (related to the requirements of the post)⁹;

Closure of the selection

Upon closure of the test phase, the Agency will establish a reserve list of suitable candidates. To be included in the reserve list, you will need to have received at least 65% of the maximum points in the test phase.

Depending on the needs of the Agency, the established reserve list may be used for recruitment of the same or similar vacant position at the same grade. Please note that inclusion in the reserve list does not guarantee recruitment.

The reserve list for this position is valid until **31/12/2020** and might be extended prior to its expiration.

For further details on the status of our published vacancies and open reserve lists, please check the [EASA website](#).

⁸ If invited, you will be requested to complete a work related personality questionnaire.

⁹ This test will be assessed in an anonymous way.



Annex

Eligibility Criteria

according to the grade of this position and the Conditions of Employment of Other Servants

- Professional experience of at least 3 years acquired after the award of a University diploma (with an official duration of studies of at least 3 years)

OR

In the absence of University diploma, equivalent and relevant professional training and subsequent professional experience might be exceptionally considered according to the following table:

Duration of the professional training	Professional experience
Less than 1 year	9 years
At least 1 year but less than 2	8 years
At least 2 years but less than 3	7 years
3 years or more	6 years

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the EU to the extent necessary for the performance of the duties.
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland;
- Be entitled to the full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved¹⁰;
- Be physically fit to perform the duties linked to the post¹¹.

¹⁰ If successful, you will be asked to provide –prior to recruitment– a police certificate confirming the absence of any criminal record.

¹¹ Prior to recruitment, you shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

Commitment

Declaration of commitment to serve public interest independently:

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member “the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest.”

Data Protection

The personal information EASA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](#)¹².

¹² <http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice>

