



EUROPEAN CENTRAL BANK

EUROSYSTEM

**Space Management Expert (Senior Facility Management Expert)  
Premises Division (Ref: 2015-270-EXT S)**

The Corporate Real Estate Management (CREM) Section in the Premises Division of the Directorate General Administration (DG/A) is seeking to appoint a Senior Facility Management Expert in the field of space management.

The Corporate Real Estate Management Section is responsible for providing all owner, landlord and tenant services, including the planning of the ECB's medium-term spatial requirements and space management. It also manages procurement initiatives and lease and service contracts.

The successful applicant will be entrusted with the following main tasks:

- coordinating (as non-managerial first appraiser) the space management team comprising four staff members, who provide blocking and stacking, room allocation planning and names-to-seats planning for the ECB, with a view overseeing the efficient and effective completion of tasks. In addition, he/she will be responsible for ensuring that staff remain motivated, competent and committed, and that a good working relationship is maintained at Section, Division and DG level, as well as with internal and external stakeholders;
- developing and implementing strategies and policies relating to space management to support management with regard to strategic mid-term and long-term premises planning;
- monitoring the efficient use of space and determining space requirements where necessary;
- ensuring timely provision of sufficient and functional office space as required by the ECB;
- managing contracts with external space management service providers, contractors and consultants, and ensuring the quality of the services provided by them;
- establishing and maintaining a high level of expertise in the section's field of responsibility by providing sound guidance to staff members in carrying out their duties;
- supervising the maintenance of relevant databases (e.g. computer-aided facility management (CAFM) and technical document management (TDM) systems and ensuring the availability of data and the preparation of regular status reports;

- improving, mapping and drafting space management processes for the DG/A Facility Management Handbook and in the CAFM system “Planon”;
- executing space management-related procurement;
- maintaining effective communication with all relevant business areas and responsible management;
- managing the related reporting to the ECB’s senior management orally and in writing, as well as preparing notes and documentation for the ECB’s decision-making bodies;
- ensuring compliance with all relevant legislation.

### **Qualifications and experience**

Applicants must have the following knowledge and competencies:

- a master’s degree in architecture, facility management, engineering, business administration or other relevant field; or alternatively a bachelor’s degree in architecture, facility management, engineering, business administration or other relevant field, with four years of relevant experience in the field of space management;
- in addition, ideally six or more years of professional experience in leading a space management or a similar team comprising highly qualified, multilingual and multicultural staff members that is responsible for space management in their employer’s own and leased office buildings with a total size of at least 20,000m<sup>2</sup>;
- sound experience in the application of the relevant legislation (e.g. Arbeitsstättenverordnung) would be a distinct advantage;
- an advanced command of English;
- a moderate command of at least one other official language of the EU;
- a working knowledge of MS Office, in particular Word, Excel, PowerPoint and Access;
- an in-depth knowledge of CAD (computer-aided design) software, such as AutoCAD, and CAFM software, such as Planon;
- ideally, knowledge of document management systems, such as OpenText Livelink;
- ideally, user knowledge of enterprise resource planning systems, such as SAP.

### **Competencies**

The successful candidate will have the following behavioural competencies:

- analyses tasks from a variety of perspectives and chooses the appropriate approach for solving or addressing challenging situations;
- shares information and supports team members in the achievement of common goals;
- encourages the participation and cooperation of team members and supports their efforts to enhance their professional skills;
- makes improvements to service on the basis of feedback and establishes methods for improving quality;
- has a strong commitment to service provision, and ensures timely responses and quality services in order to guarantee client/occupant satisfaction;
- manages his/her own time effectively, plans ahead, organises work within tight time frames and shifts priorities;
- good representational and presentation skills, including a demonstrable aptitude for presenting information in non-technical terms;
- communicates ideas in an effective manner, ensures mutual comprehension and has the ability to communicate at all levels in a multinational environment;
- uses simple/clear words and images to communicate ideas;
- adapts to changing plans and circumstances with ease;
- is able to lead and motivate a small team, as well as to encourage participation and cooperation within the team.

### **Further Information**

Fixed-term contract until 31 December 2017, which may be extended subject to individual performance and organisational needs.

To further enhance the diversity of its workforce, the ECB particularly encourages applications from female candidates.

### **How to apply**

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise, a written exercise, a presentation and interviews.

Further information on the ECB's conditions of employment for fixed-term positions can be found at <http://www.ecb.europa.eu/careers/newcomers/fixed-term/html/index.en.html>.

Applications are accepted from nationals of Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months of the selection decision.

The selection committee may place suitable candidates on a reserve list, from which candidates may be appointed to similar positions in the same or another business area. It may also be decided to fill the position(s) advertised in this vacancy notice with a suitable candidate or candidates from the reserve list resulting from a recruitment procedure for a similar position. Candidates will be informed accordingly if this happens.

**Closing Date for Applications: 10.01.2016**