

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

Job title	Research Support Officer
Reference	EF-CA-24-03
Type of contract	Contract Agent ⁽¹⁾
Function group/grade	CA FG-IV
Contract duration	Contract of 3 years, renewable may be offered or shorter fixed-term contracts for specific projects
Place of employment	Dublin, Ireland
Deadline for applications:	24.04.2024

I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit the website: www.eurofound.europa.eu.

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any 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.

II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

Are you preparing for a career in qualitative *or* quantitative social research and is comparative research your passion? Then this could be the ideal job for you. Check the questions below and if you answer 'yes' to some or all of them, you should definitely apply.

- Do you enjoy collecting and analysing data and extracting findings that can support policy decisions?
- Are you keen to contribute to produce evidence and helping find policy solutions to the challenges posed by the triple transition (of climate, digital and demographic change) to living and working conditions?
- Are you captivated by the interplay between the increasing cost of living, the evolving geopolitical landscape and their profound impact on living conditions across Europe? Have you worked with data and information related to the world of work?

⁽¹⁾ see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- Do you have a good understanding of the role of social partners in shaping policies and how their organisations function?
- Do you enjoy tackling complex issues and breaking them down into manageable research steps as part of a multidisciplinary team?
- Are you proficient in working with large sets of data or qualitative information and do you enjoy experimenting with new research tools and software?

III. JOB CONTEXT & DUTIES

Eurofound seeks to establish a reserve list of Contract Agents to support one or more of its Research Units by working on a range of the relevant duties listed below. The duties that apply for each post can vary according to the relevant projects and databases.

Research staff at Eurofound can be nominated to one of 3 research units: Employment; Working Life; and Social Policies. The **Research Support Officer** will contribute to the formulation, coordination and management of European-wide studies and surveys, with a particular focus on the ongoing development and maintenance of Eurofound's online quantitative and qualitative databases and the preparation of datasets and their secondary analyses.

Based in one of the research units and reporting to a line manager, the duties of the role can include:

- to assist in the design phase of research projects, in the drafting of tender specifications and participate in tender evaluations;
- to support the ongoing collection, quality control and integration of quantitative or qualitative data and information stemming from statistical or other sources across Europe;
- to support maintenance and development of Eurofound's online resources (such as the EU Policy Watch, the European Restructuring Monitor databases, or the Working life country profiles, Converge EU Hub), including contribution to the further development of their content quality, workflows, and user-friendliness;
- to support the review and assessment of deliverables of contractors or other contributors to research outputs, including for Eurofound's studies on the representativeness of EU level social partners;
- To gather and analyse data and information from various sources to support Eurofound's research on industrial relations, working conditions, employment, and living conditions.
- to contribute to drafting research outputs, and supporting the dissemination of research findings from the online resources by carrying out small analyses and drafting of blog pieces or short articles, in line with the corporate communication strategy;
- to liaise with external actors, such as statistical service providers or contractors and in particular with the network of Eurofound's correspondents;
- to liaise and cooperate closely with colleagues in research and in other Units;

- For candidates with a more quantitative profile, to prepare survey data for analysis and apply statistical techniques to investigate relationships between variables and draw meaningful interpretation feeding into a variety of projects part of Eurofound work programme;
- other duties as required by the Head of Unit / line manager.

IV. QUALIFICATIONS AND EXPERIENCE REQUIRED

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

1. Eligibility criteria

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1)²;
- (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, in statistics and data analysis, sociology, economics, political science, business studies, psychology, labour law, industrial relations or related areas or
- (ii) where justified in the interest of the service, professional training of an equivalent level.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

2. Selection criteria

In order to be shortlisted and invited to the interview, the candidates will need to demonstrate experience on the following criteria:

- Proven experience in similar tasks as required by the role, namely with applied research and/or policy experience related to one or more of the following areas: labour market, working conditions, industrial relations and social dialogue, living conditions and quality of life, legal issues related to employment relations and social policy;
- Proven expertise in: quantitative or qualitative research methods; management of quantitative or qualitative data and information, e.g. organising and analysing databases, and familiarity with one or more of the commonly used software packages

² Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3rd language is required before promotion to a higher grade.

such as NVivo, ATLAS.ti, PowerBI, R, STATA, SPSS, Python, etc.;

- Evidence of good writing skills and good oral communication skills in English, applying different formats and targeting different audiences.

In addition to the above, candidates who are invited for testing and interview will be also assessed based on the following criteria:

- Knowledge of EU policy and policy actors in relation to Eurofound's work;
- Knowledge and understanding of national and international statistical sources relevant to the work of Eurofound;
- Experience in updating/maintaining databases and web content;
- Ability to manage own workload and adapt as necessary to the demands of multiple projects with excellent time management and organisational skills;
- Attention to detail and diligence in working with data and information;
- Active interest in learning and developing own skills;
- Enthusiasm for development of existing tools, methods and topics and curiosity for exploration;
- Good communication, cooperation and team working skills;
- Ability to work and deliver to tight deadlines;
- Ability to adapt and cope with working in different teams;
- Experience of working in an international or multicultural environment and with multidisciplinary teams.

V. IMPORTANT INFORMATION FOR CANDIDATES

Successful candidates may be recruited as Contract Agent FGIV, on a 3-year fixed-term contract (renewable) or shorter fixed-term contracts, if required, for specific projects.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 30 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 24.04.2024.