



## Legal Officer

### COST

COST - **European CO-operation in Science and Technology** - is a unique means for European researchers to jointly develop their own ideas and new initiatives across all scientific disciplines through trans-European networking of nationally funded research activities.

Based on a European intergovernmental framework, COST has contributed since its creation in 1971 to closing the gap between science, policy makers and society throughout Europe and beyond. COST mission is to enable break-through scientific developments leading to new concepts and products and thereby contributing to strengthen Europe's research and innovation capacities.

The COST Association is an international non-profit association based in Brussels with 36 European Member Countries; it integrates governance, management and support functions dedicated to COST activities aiming at enabling trans-European science and technology cooperation. The COST Association draws its funding from the EU Framework Programme for Research and Innovation, Horizon 2020, through specific Grant Agreements signed in the frame of a framework Partnership Agreement with the European Commission.

### Position Responsibilities

The Legal Officer primary responsibility is to provide professional legal support and assistance to the COST Association and assist in reducing exposure to legal risks by providing sound advice, accurate information and high quality work. The COST Association by virtue of its intergovernmental nature, the European leverage it engages and in keeping with its agreements with the European Commission, is covering a wide range of legal matters and enters into a number of contractual relations.

The Legal Officer is engaged in the formulation and preparation of documents such as grant agreements, memoranda of understanding, providers and service contracts, and other contractual and legal documents. He/she may also be called upon to examine and verify procurement and maintenance contracts to ensure compliance with the COST Association statutes and Belgium and European procurement standards as needed. The Legal Officer, whilst not expected to be an expert in all areas, is expected to be able to address matters pertaining to COST Association needs in the application of rules and procedures.

The Legal Officer needs to work both in compliance with the Belgium law and according to EU Financial Regulations and guidelines as well the Specific Grant Agreement with the European Commission. He/she will guide in the development and use of the set of COST Implementation Rules and related guidelines alongside internal and strategic policies. The Legal Officer will work hand-in-hand with COST Association colleagues and where requested with external experts to guarantee legal certainty.

The Legal Officer reports directly to the Director of the COST Association.

The successful candidate should be available to start as soon as possible. The position will involve:

#### Corporate

- Leading the regular update of the set of COST Implementation Rules and related guidelines, guaranteeing stable terminology, coherence and consistency
- Conducting legal studies on law issues arising both in connection with the COST operations and with the COST Association legal frame
- Monitoring European Commission and COST legal and financial regulations for coherence and consistency of COST agreements, rules and procedures
- Assisting the COST Association in drafting, amending and interpreting legislative documents
- Representing COST at relevant external meetings and conferences when necessary





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### Governance

Supporting governance-related legal matters (statutes, internal rules, ...)

### Grant Agreements

Supporting by:

- Verifying and revising where necessary the COST Action Grant Agreement, amendments and related procedures; checking Grant Holders' statutes as required
- Providing support to the Grant Holders and beneficiaries of COST Action Grant Agreements
- Developing COST financial regulations and procedures; contributing to the revision of the COST Decentralised management (so-called COST Grant System)
- Providing legal support to the preparation of the Specific Grant Agreements with the European Commission as well as of the yearly reports as requested

### Procurement

Coordinating the whole Procurement process by:

- Establishing a consolidated procurement planning with the Heads of Unit
- Assisting colleagues with regards to legal and administrative questions, arising both in connection with the COST operations and with the COST Association legal frame
- Reviewing of legal aspects of various call for tenders
- Reviewing and ensuring the legal accuracy of call for tender documents, including the technical specification part in collaboration with the Head of the Unit expressing a need for procurement
- Helping with solving of any legal issue arising in connection with the execution of the contract
- Complying with applicable rules, legislation, internal policies, regulations and best practices

### Data Protection

- Assisting colleagues with regards to legal and administrative questions, arising both in connection with the COST operations and with the COST Association legal frame
- Performing Data Policy Officer role of the COST Association – He/She will analyse the measures which have to be taken and implemented concerning the Data Protection Law and monitor compliance with the principles of this Regulation. He/She will ensure the good collaboration with all staff members involved in this process. He/She will work closely with the Head of Information Systems and the Quality Insurance Officer
- Developing sound policies for handling personal data that are in compliance with the General Data Protection Regulation (GDPR)
- Informing and advising the data controller or processor and their employees of their obligations under the EU Data Protection Law
- Monitoring compliance with EU Data Protection Law and the internal company policies. This includes providing training to staff, organising awareness-raising campaigns and performing internal audits
- Providing advice with regard to privacy impact assessments
- Cooperating with the data protection authority and acting as their point of contact

Handling general legal matters and fulfilling tasks for the COST Association as assigned by the Director

## Profile and Competencies

The successful candidate should demonstrate the following competencies:

### ➤ Education & Experience

- Master degree in law or equivalent by experience
- Recognised at least 10 years' working experience as legal officer or equivalent, including a minimum of 3 to 5 years' experience in European affairs and 3 years experience in Procurement
- High standard of spoken and written English and French, good knowledge of other European languages is an asset



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- Experience in research, higher education, academic or not-for-profit environments is desirable
  - **Specific Competencies**
    - Experience with EU related legislation and procedures, grant agreements, grant assessment and review processes
    - Good knowledge of Belgian public procurement law
    - Previous experience in public procurement and familiarity with all possible procurement procedures such as: Direct Negotiated procedure with publication, Direct negotiated procedure without publication, regular open calls for tenders with publication (both at National and European levels), framework agreements...
    - Understanding of different types of contracts, including maintenance, providers and service contracts
    - Proven experience in working with a wide range of European universities, research organisations and private companies
    - Excellent knowledge of European decision-making processes and policies
    - Familiarity with review processes, general science and project management
    - Understanding of financial mechanisms and guidelines
    - Familiarity with national rules and regulations in European countries
    - Specific areas of practice include European Data Protection law, European and Belgian Procurement law, contract law, corporate law, administrative law, Intellectual Property Law among other areas
    - Understanding of the functioning of an International Non-Profit Organisation under Belgian law appreciated
  - **Other Competencies**
    - Demonstrated ability to balance multiple tasks and work autonomously, excellent organisational skills
    - Strong team work capacities and collaborative skills
    - Excellent inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality
    - Solution-oriented, responsible, creative, willing to take action and continuous improvement minded
    - Aptitude to offer interesting solutions to increase efficiency within the organisation
    - Proven presentation and communication skills
    - Commitment and accountability to deliver on tasks allocated and respond in a timely manner to deadlines
    - Positive and constructive attitude in an evolving environment

### The COST Association offers

- A full-time contract under the Belgian law
- Start date: as soon as possible
- A European working environment located in Brussels
- Unless a national of the 'EU and EEE', candidates must be eligible to work in Belgium and must have a work permit

Electronic applications (**motivation letter with possible start date mentioned + CV in English and at least 2 recent reference letters in English**) should be addressed to Barbara Bottiau and sent to [job@cost.eu](mailto:job@cost.eu), mentioning the reference code **LO2016** in the subject line.

Please note that the COST HR Team will only contact the candidates who are invited to the interview. No individual feedback will automatically be given to unsuccessful candidates.

The **interviews** will take place on **19 July 2016 for the 1<sup>st</sup> round** and on **29 July 2016 for the second round**.



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For more information, please visit our website: [www.cost.eu](http://www.cost.eu)

**Deadline for application: 03/07/2016 included**

**Data protection** - All personal data provided by applicants will be dealt with in compliance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regards to the processing of personal data by the Community Institutions and bodies and on the free movement of such data and also in compliance with the law of 8 December 1992 relative to the protection of the private life with regards to the personal data processings which transposes into Belgian law the provisions of the European directive.

