



Traineeship in Knowledge Management

Reference 2020-297-TRA

Type of contract	Traineeship
Who can apply	EU nationals eligible for our traineeship programme (https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html)
Salary	The trainee grant is €1,070 per month plus an accommodation allowance.
Working time	Full-time
Place of work	Frankfurt am Main, Germany
Closing date for applications	15 July 2020

Your team

You will be part of the knowledge management team in the Directorate General Legal Services. Our Directorate is made up of approximately 120 staff advising on all legal aspects of the regulatory, contractual and institutional framework of the ECB, the European System of Central Banks and European banking supervision. Knowledge management is strategically important for our Directorate and the ECB as a whole. Our work includes deepening the knowledge management culture in our Directorate, and strengthening our knowledge management practices and processes. Working as part of Legal Services, you can also expect to be involved in legal research and knowledge management note drafting, alongside different legal tech projects (for example, designing digital workflows or text mining tools for legal documents).

In your role as a knowledge management trainee you will be part of a dedicated team of experts responsible for providing knowledge management support to lawyers in all divisions in the Directorate General Legal Services.

The ECB is an inclusive employer and we strive to reflect the diversity of the population we serve. We encourage you to apply, irrespective of your gender, gender identity, ethnicity, sexual orientation, age, religion, disability or other characteristics.

Your role

As a knowledge management trainee you will:

- contribute to knowledge management practice notes and templates in the Directorate General Legal Services;
- provide tailored responses to ad hoc research requests received from lawyers in our Directorate;

- contribute to developing and implementing legal knowledge management tech tools;
- develop consolidations of doctrine/know-how in the Directorate General Legal Services;
- contribute to enhancing processes and systems for tracking and monitoring legal developments that are relevant to the ECB and the European System of Central Banks;
- contribute to the legal training programme in the Directorate General Legal Services;
- promote the knowledge management culture in the Directorate General Legal Services.

This position offers you excellent opportunities to contribute to a culture of collaboration and exchange, and to improve best practices. You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

Qualifications, experience and skills

Essential:

- a bachelor's degree or higher (<https://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>) in Law or an equivalent professional legal qualification obtained in an EU Member State;
- familiarity with latest developments in legal tech and an ambition to tackle legal technology projects;
- outstanding communication skills, both written and verbal, particularly in legal research and drafting;
- ability to work well in diverse teams and on challenging projects;
- an advanced (C1) command of English and an intermediate (B1) command of at least one other official language of the EU, according to the Common European Framework of Reference for Languages, <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3-3-common-reference-levels-global-scale>.

Desired:

- good understanding of the role of a knowledge management function in law firms and/or in-house legal departments, and a track record of contributions to knowledge management work products or initiatives;
- experience with document management systems and legal databases, e.g. OpenText Livelink and LexisNexis;
- experience with some legal tech projects in the field of knowledge management, for instance auto-tagging and classifying documents, search tools and knowledge mapping;

- experience analysing data and visualising knowledge, including using Excel and Tableau.

Behavioural competencies:

You are curious and eager to learn, and want to further develop your ability to analyse complex information. You engage collaboratively with others. You pursue team goals and learn willingly from other people's diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

Further Information

This traineeship will last between three and twelve months in total with an expected starting date from September 2020.

The recruitment process for this position will include a telephone/online interview.

Application and selection process

For further information on how to join us,

<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>.