

Job Offer - Senior Policy Officer: Science and Society

The Senior Policy Officer – Science and Society at Science Europe is responsible for supporting collaboration among Science Europe Member Organisations and for developing advocacy strategies on key issues for scientific research in Europe. To do so, the post holder works closely with experts from the Member Organisations, the colleagues in the Science Europe Office and with relevant external organisations.

THE ASSOCIATION

Science Europe is a membership association of 40 major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 30 countries in Europe. Based in Brussels, we promote the collective interests of our Member Organisations through our advocacy work and we support them in their efforts to foster European research and innovation. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners. Our capacity to act collectively surpasses the individual capacity of each member.

A set of common [values](#) underpin Science Europe's activities, among which scientific knowledge is considered a common good and research a public service. Science Europe recognises the responsibility of all actors in the system to provide the highest possible standards of research quality, ethics, integrity, and inclusiveness and openness in the conduct and manage of research, as stated in our position on [Research Culture](#) and in the [Values Framework](#) for the Organisation of Research. Science Europe Member Organisations develop and implement policies to foster the best conditions of researchers to develop their activities and advance scholarly knowledge within Europe and in the global research ecosystem.

THE POSITION

Reporting to the Secretary General, the holder of this new position will assume responsibilities in the framework of the Science Europe 2021-2026 Strategy Plan and Multi-Annual Action Plan, and in particular, to promote the role of science in shaping input for sustainable development beyond 2030.

Working with Science Europe RPOs and RFOs, the post holder will work analytically on: i) R&I national and international investment flows; ii) National and international public policies supporting R&I, including researchers mobility and to addressing societal challenges; iii) mechanisms to support crosscutting needs of the scientific system, including science-policy dialogue; iv) public engagement in science, including citizens science, and ways to assess the impact of scientific outputs; v) link with other activities in Science Europe to ensure delivery of the strategic and specific objectives.

As this a new position within Science Europe, the candidate is therefore required to have a certain level of adaptability and flexibility as well as proactivity, a spirit of initiative and an aptitude for developing a long-term vision.

Responsibilities:

- Supports the Secretary General liaison between the General Assembly, the Governing Board and the Office, contributing to prepare relevant documents and assisting the implementation of activities and projects;
- Contributes to the strategic development of the organisation by ensuring that Annual Workplans are in line with the Science Europe Strategy Plan and the Multi-annual Action Plan; develops long-term agendas in the areas of responsibility;
- Maintains and develops relations with existing members, and with possible new ones, including collecting and discussing existing initiatives in the areas of responsibility. Implements activity with relevant Working Groups and Task Forces as necessary.
- Develops partnerships with external organisations in Europe and globally as necessary, keeping abreast of the developments in the areas described above;
- Coordinates all activities in the topic areas of responsibility, including the organisation of events and meetings, and collaborates with other Office staff to contribute to the overall realisation of the objectives of the organisation.
- Drafts or contributes to draft briefings and reports, policy documents, and other communication materials such as press releases, press articles, communication campaigns, newsletters, social media, etc., as determined by Science Europe's activity.

CREDENTIALS:

We are looking for a candidate who has/is

- educated to at least Masters degree, preferably in areas such as economics, political science, social sciences, with an orientation towards research values and research in and for society. A Doctorate degree is desirable;
- 6-8 years of relevant work experience, in research policy or research administration; experience in working in thematic areas relevant to research policy topics;
- experience working in a Research Performing Organisation or Research Funding Organisation and a good understanding of an international membership organisation or association;
- sound background on mechanisms of publicly funded scientific research systems in Europe, at national and EU-level;
- in-depth knowledge of the policy-making processes at the European level;
- proven capacity in project and event management;
- experience working with academics and policy makers in an international context;
- advanced writing and editing skills in English, and capacity to write articles, reports and policy papers for different audiences.

And the following key skills and competences:

- strong analytical thinking and scientific awareness with the ability to interpret and explain policy developments;
- service-oriented and demonstrated concern for meeting the needs of members in membership organisations;

- proven capacity to deal with stakeholders and broker common positions;
- advanced presentation and facilitation skills;
- strong inter-personal, external networking, negotiation skills;
- strong organisational skills, and the ability to manage time and to work to deadlines;
- capacity to deliver high-quality results under pressure;
- team-oriented and able to work collaboratively with colleagues for a common goal;
- able to work independently and without supervision when required;
- pro-active, flexible and 'hands on' approach to work;

WHAT WE OFFER

A 3-year full-time contract as well as a competitive salary with the possibility to become permanent at the end of that period. The salary offered will depend on level and number of years of relevant experience. We also offer benefits such as 'chèques repas' (meal vouchers), 13th month (additional salary payment in December), medical and hospital insurance, group insurance for pension and extra vacation days.

Science Europe is established under Belgian law, and, in consequence, employment is within the Belgian tax and social security system.

The post can also potentially be filled on a secondment basis (for example, a secondment from a Science Europe Member Organisation).

HOW CAN YOU APPLY?

You can apply by sending **your CV and a cover letter (in English)** to careers@scienceeurope.org specifying 'Senior Policy Officer' in the title.

Your cover letter (maximum one page) should outline your suitability and motivation for the post. Please also include in your application the names and contact details of two people who could provide references (ideally a current or former line manager or supervisor).

The deadline for applications is **22 January 2023**. Incomplete applications will not be considered.

Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the deadline. Please note that only successful applicants will be contacted.

FURTHER INFORMATION

Please direct any questions to careers@scienceeurope.org; telephone + 32 (0)2 226 0307. More information on Science Europe can be found on the website at www.scienceeurope.org.

PROTECTION OF PERSONAL DATA

The personal data (CV, motivation letter, etc.) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our [Privacy Policy](#).