

Vacancy – Senior Policy Officer

The Senior Policy Officer is responsible for supporting collaboration among Science Europe Member Organisations, 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, with the rest of the Science Europe Office and with relevant external partners.

THE ASSOCIATION

Science Europe is a membership association of major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 28 countries. 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 by offering a platform for collaboration. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners.

THE POSITION

Reporting to the Secretary General, the holder of this position will assume responsibilities in the framework of one of the main priorities of Science Europe, namely strengthening the role and contribution of science in tackling societal challenges. This is based on Science Europe's convening role amongst national research performing organisations (RPOs) and research funding organisations (RFOs).

Working with Science Europe RPOs and RFOs, the post holder will look at: i) ways to enhance the transmission of scientific knowledge to policy making, ii) how to develop effective and inclusive governance mechanisms between policymakers and scientists, ii) fostering dialogue between researchers, policy makers, and society at large. The challenges associated to the green and digital transition will be a main focus area.

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.
- Coordinates all activities in the topic areas of responsibility, and collaborates with other Office staff to contribute to the overall realisation of the objectives of the organisation. This include the organisation of events, drafting publications, policy positions and other activities related to Science Europe's work.
- Implements activity with relevant Working Groups and Task Forces as necessary.
- Drafts and/or contributes to the development of policy documents and communications materials (expert reports, internal briefings, public policy statements, press releases, articles, newsletters, social media, etc.), as determined by Science Europe's activities and outputs.

- Keeps abreast of the developments in the above areas in Europe and worldwide (to identify trends, needs, and assess complementary or competitor organisations), and proposes relevant actions;
- Maintains and develops relations with existing members, and with possible new ones;
- Monitors Member Organisation engagement in the above mentioned areas and develops actions to maintain/improve participation and increase value to membership.
- Contributes to the Strategy monitoring system in coordination with other staff.

CREDENTIALS:

We are looking for a candidate who has

- educated to at least Masters degree
- 6-8 years of relevant work experience, in the area of research policy or research administration;
- previous experience working in and/or a solid understanding of an international membership organisation or association;
- sound background working in and/or a solid understanding of the mechanisms of publicly funded scientific research systems in Europe, at national and EU-level;
- sound background working in and/or a solid understanding of EU public, legislative and regulatory affairs, including experience in advocacy and dealing with the European institutions;
- experience in working in thematic areas directly relevant to the position including the UN Sustainable Development Goals, Climate change, green and digital transition, societal impact of research.
- in-depth knowledge of the policy-making processes at the European level;
- proven ability in project and event management;
- experience working in close contact with senior academics and policy makers, in an international context; and,
- advanced writing and editing skills in English, and capacity to write articles, reports and policy papers for different audiences.

Desirable qualifications and experience

- a PhD degree desirable but not necessary
- Experience working in policy areas that are relevant to Science Europe, such as:
 - Framework conditions of scientific research and research careers;
 - EU and national research funding programmes;
 - Open Science;
 - Research Infrastructures;
 - International collaboration in research; and
 - EU legislation and regulations related to research.

- Previous work experience within a Research Performing Organisation or Research Funding Organisation;
- Previous experience working with the scientific community in a policy context.

And the following key skills and competences:

- strong analytical thinking and policy awareness with the ability to interpret and explain policy developments;
- service-oriented and demonstrate concern for meeting the needs of Member Organisations;
- proven capacity to deal with stakeholders and broker common positions;
- excellent verbal and written communication in English;
- 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;
- team-oriented and able to work collaboratively with colleagues for a common goal;
- able to work independently and without supervision when required;
- capacity to deliver high-quality results under pressure;
- 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.

Please note that Science Europe is established under Belgian law, and that 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 with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references. Incomplete applications will not be considered.

The deadline for applications is **10 June 2021**. Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the closing date. If a suitable candidate is identified prior to the closing date, we reserve the right to close the recruitment before the advertised 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 0300. 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](#).