



Science Europe Vacancy – Senior Policy Officer

Background

Science Europe (www.scienceeurope.org) is an association of 50 European Research Funding Organisations (RFO) and Research Performing Organisations (RPO) from 27 countries, based in Brussels.

It promotes the collective interests of the RFOs and RPOs of Europe and supports its Member Organisations in their efforts to foster European research. It aims to contribute to the development of robust research policy in Europe and to support the European Research Area through engagement with key partners and stakeholders. In doing so it is informed by direct representation of the scientific community in its reflections on policies, strategies and actions.

The Science Europe Office currently has a team of 17 staff.

Vacancy

In order to support the policy activities of Science Europe and reinforce the Policy Affairs unit, we are currently looking for a Senior Policy Officer.

The Policy Affairs unit is responsible for supporting collaboration among the Member Organisations, for developing advocacy strategies on key issues for scientific research in Europe, and for advising the Science Europe governance on policy developments. To do so, the unit works closely with the Member Organisations and manages the Science Europe Working Groups.

Responsibilities

- You will work within a team of four Senior Policy Officers, reporting to the Head of Policy Affairs;
- You will oversee and support policy activities, principally by managing Working Groups and co-ordinating the development of the Science Europe Roadmap actions in close co-operation with the Member Organisations and with your colleagues in the Science Europe Office;
- You will be expected to organise, or contribute to organising, events, publications and other activities related to Science Europe's work plan;
- You will be responsible for monitoring European and global developments in specific research policy areas; and
- You will liaise with European Institutions, stakeholder organisations and the wider international community.

Profile

Essential

- You are educated to at least degree level;
- You have a minimum five years relevant work experience, in the area of research policy or research administration;
- You have a solid understanding of the mechanisms of publicly-funded scientific research systems in Europe, at national and EU-level;
- You have good knowledge of the policy-making processes at the European level and of the EU-Institutions;
- You have proven ability in project management;
- You can deliver high-quality results under pressure and are comfortable working on your own as well as in teams;
- You have excellent writing skills, and are comfortable writing articles, reports and policy papers (in English);
- You have strong communication and relationship building skills, as well as negotiation and persuasion skills;
- You have a pro-active, flexible and 'hands on' approach to work;
- You feel comfortable working in close contact with senior academics and policy makers, in an international context;
- You are fluent in English, which is the working language of Science Europe; and
- You are willing to travel within Europe if required (though your main activities will be in Brussels, occasional travel for short periods may be necessary).

Desirable

The following skills and experience are additional assets to your application:

- Knowledge of other European languages;
- Experience in the areas of Open Access to scientific publications, support and development of careers in research, or related fields;
- Other policy experience in areas of the Science Europe Roadmap; and
- Previous work experience within a Research Performing Organisation or Research Funding Organisation.

Salary and Benefits

This position is full time for three years with possibility of extension.

Science Europe offers a competitive salary, in the range of €4022 to €4597 gross monthly salary, as well as benefits such as *chèques repas* (meal vouchers), 13th month (additional salary payment in December), hospital and group insurance and extra vacation days. The salary offered within this range will be dependent on level of experience.

Please note that Science Europe is established under Belgian law, and that employment is within the Belgian tax and social security system.

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

How to Apply

Please apply by sending **your CV and a cover letter** to careers@scienceeurope.org.

Your cover letter (maximum two pages) should outline your suitability and motivation for the post.

Please also include with your application the names and contact details of two people who could provide a reference if you are short-listed for interview.

The deadline for applications is **Friday 15th January 2016**.

Interviews

Interviews are provisionally scheduled for Tuesday 9th and Thursday 11th February 2016. If you know in advance that you will not be available on one or both of these dates please clearly indicate this in your cover letter.

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.