

Vacancy

Policy Officer: International Research Collaboration

The Policy Officer – International Research Collaboration is responsible for supporting co-operation among Science Europe Member Organisations and for developing advocacy strategies on key issues for scientific research in Europe. To do so, the position holder works closely with experts from the Member Organisations, Science Europe Office staff, and with relevant external organisations.

The Association

Science Europe is a membership association of national public European research funding and research performing organisations from 30 countries. Based in Brussels, we promote the collective interests of our Member Organisations through our advocacy work and support them in their efforts to foster European research and innovation by offering a forum for collaboration. We contribute to the development of robust research policies in Europe and to the European Research Area through engagement with key partners at European and international levels.

The Position

We are looking for a Policy Officer to join our office in Brussels.

As a Policy Officer you will assume responsibilities on International Research Collaboration, in line with Science Europe's Strategy Plan. This is a full-time position reporting to the Secretary General.

Working with Science Europe's Member Organisations, the areas of responsibility are:

- Follow the developments on international research collaboration and the impact of the changing geopolitical contexts.
- Develop and maintain relationships with Member Organisations, officials from European institutions, and from global R&I organisations.
- Promote international research collaboration beyond Europe through bodies such as the Global Research Council and through Science Europe policy initiatives.

Responsibilities

- Co-ordinates all Science Europe activities related to international research collaboration.
- Supports the Secretary General to liaise between the General Assembly, Governing Board, and the Office, preparing relevant documents, and assisting the implementation of activities and projects.
- Collects and organises the discussions on existing initiatives in the areas of responsibility.
- Supports co-operation between Member Organisations and implements activities with relevant Working Groups and Task Forces as necessary.

Science Europe

Rue de la Science 14, 1040 Brussels, Belgium

Tel: +32 (0)2 226 03 00 | Fax: +32 (0)2 226 03 01 | Email: office@scienceeurope.org | www.scienceeurope.org

- Develops advocacy messages, campaigns, and long-term agendas in the areas of responsibility.
- Co-ordinates all activities in the topic areas of responsibility, including the organisation of events and meetings.
- Develops partnerships with external organisations in Europe and globally as necessary, keeping abreast of the developments in the areas described above.
- 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, and so on, as determined by Science Europe's activities.
- Collaborates with other Office staff to contribute to the overall realisation of the objectives of the organisation.

Qualifications and experience needed

- A minimum of 4–6 years relevant work experience, in research policy or research administration, and/or in thematic areas relevant to research policy topics.
- Education to at least Master's degree, with an orientation towards research values and research in and for society. A doctoral degree is an added value.
- Sound background on mechanisms of publicly funded scientific research systems, particularly at global level.
- Experience working in a research performing or research funding organisation and a good understanding of an international membership organisation or association.
- In-depth knowledge of the policy-making processes at European and global 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.
- Pro-active, flexible, and 'hands on' approach to work.
- Strong analytical thinking and scientific awareness with the ability to interpret and explain policy developments.
- Strong organisational skills and capacity to deliver high-quality results under pressure.
- Service-oriented and demonstrated concern for meeting the needs of members in membership organisations.
- Proven capacity to deal with stakeholders and broker common positions.
- Experience working in a scientific or academic environment.
- Ability to work both in a team and independently, on own initiative.
- Ability to manage multiple priorities and work effectively with tight deadlines.
- Strong inter-personal, external networking, and negotiation skills.

What we offer

We offer a 3-year fixed-term contract with the possibility to become permanent, as well as a competitive salary. The salary offered will depend on the qualification level and number of years of relevant experience. We also offer a package of benefits such as meal vouchers, medical and hospital insurance, group insurance for pension.

Please note that Science Europe is established under Belgian law, and that employment is within the Belgian tax and social security system. The job requires being located in Belgium.

How can you apply?

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

Your cover letter (maximum one page) should outline your suitability and motivation for the position. Please also include 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 **5 October** at 23:59 CEST. 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 at www.scienceeurope.org.

Protection of personal data

The personal data (CV, motivation letter, and so on) that you communicate to Science Europe will be treated confidentially and processed according with our [Applicant's Privacy Notice](#).