

Vacancy - Policy Officer

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. Our mission is to define long-term perspectives for European research and champion best-practice approaches, ensuring high quality science for the benefit of humanity and the planet.

THE POSITION

The Policy Officer will support the implementation of the Science Europe Strategy Plan by managing internal projects and tasks across priorities. The post holder will be part of the team of policy officers.

Responsibilities:

- Support the Secretary General on cross-cutting priorities of the organisation;
- Provide summaries and policy analysis of documents issued by the EU Institutions and R&I stakeholders;
- Organise events, publications and other activities with Member Organisations.
- Support policy activities by creating and implementing surveys, drafting policy briefings, reports and taking minutes;
- Participate in cross-cutting activities between priority areas in collaboration with colleagues;
- Contribute to the development of policy and communications materials (expert reports, internal briefings, public policy statements, press releases, articles, newsletters, social media, etc.);
- To fulfil other responsibilities and tasks as necessary.

CREDENTIALS:

We are looking for a candidate who has:

- Education to at least Masters degree (PhD degree desirable but not necessary);
- Four years of relevant work experience at national or EU levels in research policy or research administration, particularly in a membership organisation (on areas such as EU Framework Programme, Open Science, national research funding programmes, etc.);
- Knowledge on the mechanisms of publicly funded scientific research systems in Europe, at national and/or EU levels;

- 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, preferably in a research performing or research funding organisation.

And the following key skills and competences:

- strong analytical thinking and policy awareness with the ability to interpret policy developments;
- service-oriented and demonstrated concern for meeting the needs of Member Organisations;
- excellent verbal and written communication in English; advanced presentation and facilitation skills;
- strong inter-personal, external networking, negotiation skills;
- strong organisational skills, and capacity to deliver high-quality results under tight deadlines;
- 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 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 employment is within the Belgian tax and social security system.

This is a vacancy based in Belgium and office presence is required, however a partial homeworking policy is in place.

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 ‘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 **22 November 2021**. Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the closing date. 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](#).