

Vacancy

Senior Policy Officer: EU Framework Programmes for R&I, Cross-border and International Research Collaboration

The Senior Policy Officer dealing with EU Framework Programmes on Research & Innovation, Cross-border and 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 post 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 40 major public 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 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](#) underpins Science Europe's activities, among which the consideration of scientific knowledge as a common good and research as 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, 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 for 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 position will assume responsibilities on the EU Framework Programme on R&I, and on Cross-border and International Research Collaboration, in line with the Science Europe Strategy Plan.

Working with Science Europe RPOs and RFOs, the post holder will:

- Follow the developments on EU Framework Programme for R&I and inform Member Organisations.
- Advocate investments in R&I, better co-operation between national and European actors in collaborative initiatives such as Partnerships, and other relevant developments identified by Science Europe.
- Promote actions in support of widening participation and fostering brain circulation.

Science Europe

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- Promote international research collaboration beyond Europe through bodies such as the Global Research Council or through Science Europe policy initiatives (for instance, dialogue on collaboration with China).

To achieve their objectives, the post holder will develop and maintain relationships with officials from European institutions and global R&I organisations.

Responsibilities

- Co-ordinate all Science Europe activities related to the EU Framework Programme on R&I, and Cross-border and International Research Collaboration.
- Support the Secretary General to liaise between the General Assembly, the Governing Board, and the Office, by contributing to the preparation of relevant documents and assisting the implementation of activities and projects in line with the SE Strategy Plan.
- Maintain and develop relationships with Member Organisations, including collecting and discussing existing initiatives within the areas of responsibility.
- Support co-operation between Member Organisations and implement activities with relevant Working Groups and Task Forces as necessary.
- Develop advocacy messages, campaigns, and long-term agendas in the areas of responsibility.
- Co-ordinate all activities in the topic areas of responsibility, including the organisation of events and meetings.
- Develop partnerships with external organisations in Europe and globally as necessary, keeping abreast of the developments in the areas of responsibility.
- Draft or contribute to 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 activity.
- Collaborate with other Office staff to contribute to the overall realisation of the objectives of the organisation.

Credentials

We are looking for a candidate who has/is:

- educated 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.
- 4–6 years of relevant work experience, in research policy or research administration.
- experience in working in thematic areas relevant to research policy topics.
- solid background on mechanisms of publicly funded scientific research systems at national, European, and global levels.
- 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 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 possesses 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, and 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 with the possibility to become permanent at the end of that period. The competitive 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).

The position is available immediately.

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 – Horizon Europe' 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 **15 February 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 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 registered and stored in our database. For more information concerning the processing of your personal data in this way, please consult our [Applicant's Privacy Notice](#).