

Vacancy

Senior Policy Officer for the Green Transition

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 40 major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 29 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 excellent European research and innovation by offering a platform for collaboration. We contribute to the development of research policies to the European Research Area and globally through dialogue with Member Organisations and engagement with external partners.

A set of common [values](#) underpin Science Europe's activities, among which scientific knowledge is considered a common good and research 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, and 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 of 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 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 institutional policies to make research activity more sustainable environmentally, ii) foster dialogue between researchers, policy makers, and stakeholder organisations. The challenges associated to the green and digital transitions and sustainability of research will be a main focus area.

Responsibilities

- Supports the Secretary General as liaison between the General Assembly, the Governing Board and the Office (contributing to preparing 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.
- Co-ordinates 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, and so on), as determined by Science Europe's activities and outputs.
- Keeps abreast of the developments in the above areas in Europe and globally (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 co-ordination with other staff.

Credentials

We are looking for a candidate who has:

- education level of at least a Masters' degree; a PhD degree is desirable, but not necessary.
- 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 good understanding of, the mechanisms of publicly funded scientific national and EU research systems.
- sound background experience in, and/or an 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.
- advanced writing and editing skills in English, and capacity to write articles, reports, and policy papers for different audiences.

And the following key skills and competences:

- strong analytical thinking skills and policy awareness with the ability to interpret and explain policy developments.
- service-oriented and demonstrates 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, pension plan insurance.

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

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 for the Green Transition**' 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 **2 June 2024**. 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 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) 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 [Applicants' Privacy Notice](#).