



Forum Policy Officer – biomedical science

FEAM- the Federation of European Academies of Medicine is seeking a full-time Forum Policy Officer (FPO) to expand its recently established European Biomedical Policy Forum, which aims to act as a catalyst for better cooperation and coordination of policy actions among European biomedical stakeholders.

Starting date: as soon as possible and preferably not later than 19 November 2018.

Duration: 18 months, with potential for extension if further funding secured.

Contract and location:

The FPO will be employed by FEAM, under a Belgian labour contract and based in the offices of the FEAM secretariat in Brussels. Regular travel within the EU is expected. The initial gross monthly salary of the successful candidate will be in the region of EUR 4,000 depending upon his/her experience. There will also be a number of additional employment benefits consistent with the role and the Belgian location. He/she will be accountable to the FEAM Executive Director and the Officers of the FEAM Board.

About FEAM

[FEAM](#) is a network of 18 national Academies of Medicine and Medical Sections of Academies of Sciences in Europe. Its mission is to underpin European biomedical policy with the best scientific advice drawn from its member Academies who represent thousands of leading scientists from across the whole biomedical spectrum. FEAM seeks to promote cooperation between the Academies and provides them with a platform to formulate a collective voice, with a European dimension, on matters concerning human and animal medicine, biomedical research, education, and health. FEAM strives to improve the health, safety and wealth of European citizens through research by promoting a nurturing, creative and sustainable environment for medical research and training in Europe.

About the FEAM European Biomedical Policy Forum

The [FEAM European Biomedical Policy Forum](#) is a platform for discussion on key European policy issues for the biomedical community. It brings together representatives from academia, research charities, industry, European and national trade associations and professional bodies, regulators, public health bodies, and patient and consumers groups.

Tasks and Responsibilities:

The successful applicant will be accountable to the FEAM Executive Director and the Officers of the FEAM Board and work in close cooperation with other FEAM staff members.

His/her tasks will include, among others:

- Developing the policy programme of the FEAM European Biomedical Policy Forum,
- Developing contacts with potential partners from across the biomedical sectors and supporting the FEAM Board in establishing and growing a balanced and active partnership,
- Providing policy support to Forum activities (i.e. concept notes, notes of internal meetings and reports of open meetings),
- Organising internal meetings for Forum partners and high-level Forum events in collaboration with the FEAM secretariat and with oversight from the FEAM Board,
- Supporting the dissemination activities of the Forum and keeping Forum and FEAM members informed about their respective policy activities,
- Organising a consultation process with Academies and their Fellows and with Forum partners to generate Forum topics for investigation (via a 'bottom-up' process),
- Identifying opportunities for exchanging on policy issues in stakeholders and open meetings of Forum partners and FEAM,
- Keeping informed of ongoing and upcoming biomedical policy issues at the European level to inform the development of the Forum programme and FEAM related policy activities,
- Providing support to FEAM member academies in strengthening their links with other biomedical stakeholders and policy decision-makers at the national level in the context of Forum activities,
- Providing regular updates on progress and new developments to the Forum partnership and the FEAM organisation,
- Supporting the FEAM secretariat in organizational and administrative matters with respect to the project.

Job profile, skills, knowledge, experience and qualifications:

- Two-three years of relevant work experience (e.g. science-based policy, event-organisation, engaging biomedical stakeholders),
- A degree or equivalent in any field covered by the work of FEAM but a relevant Master's Degree or a PhD would be an asset,
- Good level of knowledge of the science-policy and regulatory interface at European level
- Excellent organisational and management skills for science policy projects,
- Logistical skills for the planning and management of meetings and workshops,
- Experience of working with senior representatives from science, preferably in a European-wide membership-based organisation,
- Experience of delivering activities' reports of the highest quality,
- Excellent oral and written proficiency in English,
- Some competence in a second EU language would be of value,
- Clear and confident communication skills, with the ability to communicate science policy issues to different target audiences.

Interested candidates should send their CV and a motivation letter by Email to the FEAM Secretariat by 1 October 2018 to laurence.legros@feam.eu. FEAM accepts direct applications from applicants only and will not accept approaches from agencies. Please do not send any pdf documents larger than 2 MB in size. Candidates selected for interview by the Selection Committee will be informed by 5 October 2018. Interviews for this role will take place soon afterwards in Brussels. Reasonable travel expenses (economy) will be reimbursed.

FEAM applies an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, religion and belief, disability or sexual orientation.