



Brussels, 12 October 2020

The Federation of European Academies of Medicine (FEAM) is recruiting a **Policy Officer** to join its Secretariat team in November 2020

(6-months, full-time contract with possibility of extension subject to performance and confirmation of funding)

About the Federation of European Academies of Medicine (FEAM)

FEAM's mission is to promote cooperation between national Academies of Medicine and Medical Sections of Academies of Sciences in Europe; to provide them with a platform to formulate their collective voice on matters concerning human and animal medicine, biomedical research, education, and health with a European dimension; and to extend to the European authorities the advisory role that they exercise in their own countries on those matters. More information about FEAM can be found at www.feam.eu

Title: Policy Officer

Starting date: as soon as possible

Location: Rue d'Egmont 13, 1000-Brussels. Although FEAM staff are currently working remotely due to the ongoing COVID-19 situation, this job is based at the FEAM headquarters in Brussels and it is expected that the successful candidate will relocate in the near future if they are not already based in Brussels.

Job Description and key responsibilities

FEAM is looking to recruit a talented and motivated Policy Officer to support the implementation of FEAM's policy programme. The successful candidate will have at least **2-3 years of experience in EU policy, preferably in the field of European biomedical science policy (or a PhD in a relevant field and track record of publications)**. The Policy Officer will work directly with the Senior Scientific Policy Officer and in close cooperation with other FEAM officers.

Responsibilities and tasks

Under the supervision of the Senior Scientific Policy Officer, the successful applicant will support the planning and implementation of **current projects and policy priorities**, identify and support new projects (including grant proposals) and support the development of other policy work at FEAM, such as those related to the FEAM European Biomedical Policy Forum, SAPEA, and future EU-funded projects. She/he will undertake related activities to organise and manage the process and will maintain effective working relationships across and between the Academies, including the following:

- Implement FEAM's own policy activities and FEAM's involvement in joint policy activities;
- Carry out research, scoping, drafting and reviewing statements and position papers;
- Support the engagement of FEAM with its Member Academies and other biomedical stakeholders, and undertake horizon-scanning activities with FEAM Member Academies, academic partners, EU policy-makers and selected biomedical stakeholders;
- Contribute to updates and improvements of FEAM's current policy programme, and support the FEAM team and leadership in the development of new policy programmes and strategic plans;

- Support the work of FEAM's committees of experts, including to exchange information on policy priorities of Member Academies and to discuss current and future European policy priorities.
- Monitor and report on policy news related to FEAM's work (including opportunities such as open consultations and relevant EU projects);
- Build and maintain an extensive and active external network, and organise meetings with various representatives of the EC, other European bodies such as the European Parliament and selected stakeholders;
- Organise public events and support dissemination activities of FEAM;
- Report activities and contribute to the technical and financial reports of FEAM's own policy projects;
- Support the FEAM Secretariat in organisational and administrative matters relative to FEAM's policy activities;
- Maintain effective links with other staff members of FEAM and provide support to the team when needed;
- Provide regular and timely updates to the FEAM leadership, and to other partners when relevant.

Job profile, skills, experience and qualification requirements

- Master's Degree in a relevant field (a PhD would be an asset);
- At least 2-3 years of relevant experience in EU policy (experience in science, health or biomedical policy at EU level would be highly desirable);
- Excellent oral and written proficiency in English (a second EU language would be desirable),
- Excellent writing skills evidenced by previous publications;
- Clear and confident communication skills;
- Excellent organisational and management skills (experience in EU projects would be an asset);
- Logistical skills for the planning and management of meetings and workshops;
- Experience working with senior representatives from academia or policy (desirable);
- Strong interpersonal skills, with experience of building and maintaining strong working relationships (an existing network of stakeholder contacts working in EU policy would be desirable);
- Experience working in a multi-cultural environment (previous experience within a European membership-based organisation would be desirable).

What do we offer?

- A small and friendly working environment;
- The opportunity of gaining professional experience in a membership-based European biomedical policy organisation;
- Salary according to experience plus an additional package of benefits;
- A full-time contract with possibility of extension subject to performance and funding.

Job application

Please send your CV, a writing sample, and cover letter* to Rosa Castro (rosa.castro@feam.eu). We are reviewing applications on an ongoing basis so please submit your application as soon as possible, and **no later than 16 October**.

*By sending us your CV and cover letter you agree that your data is processed for the purpose of this application only.

Please note that we will only contact shortlisted candidates. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.