



Senior Scientific Policy Officer – Biomedical Sciences

FEAM- the Federation of European Academies of Medicine is expanding its stream of European policy activities and is looking to fill the new position of Senior Scientific Policy Officer (SSPO) to develop its policy programme and advise the FEAM leadership in taking it forward.

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, salary and location:

The SSPO 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 4,500 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 (www.feam.eu) represents 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.

Tasks and Responsibilities:

The successful applicant will support the expansion of the European policy programme of FEAM :

- by providing high-level advice and bringing new ideas to the FEAM leadership in developing its core policy activities, alongside other policy projects such as its recently set up European Biomedical Policy Forum,
- by overseeing the implementation of those new policy activities and facilitating the involvement of FEAM Member Academies and their biomedical experts,
- by strengthening its engagement with European policy-makers and other stakeholders for optimal timeliness and policy impact.

The SSPO will undertake all activities to organise and manage the process and will maintain effective working relationships across and between the Academies. Such tasks may include, among others:

- Elaborating a new, timely and robust policy programme, in line with the current work plan of the Federation and to inform the FEAM leadership in the development of a strategic plan.
- Advising the FEAM leadership on future policy priorities and activities, and supporting the FEAM Board in engaging with Academies and other biomedical stakeholders.
- Overseeing horizon-scanning activities, with FEAM Member Academies, academic partners, EU policy-makers and selected biomedical stakeholders.
- Contributing to the setting up of a FEAM's Science Policy Committee to exchange information on policy priorities of the Academies and discussing future European ones.
- Overseeing FEAM's own policy activities and FEAM's involvement in joint policy activities and acting as a scientific writer for statements or reports.
- Maintaining an excellent knowledge of current EU policy activities in the field of biomedical sciences.
- Maintaining ties and organising meetings regarding topic-driven activities with various representatives of the EC, other European bodies such as the European Parliament and selected stakeholders.
- Organising public events and supporting the dissemination activities of FEAM.
- Reporting activities and contributing to the technical and financial reports of FEAM's own policy projects.
- Supporting the FEAM Secretariat in organisational and administrative matters with respect to the projects that he/she manages.
- Maintaining effective links with other staff members of FEAM and providing support to the team when needed.
- Providing regular and timely updates to the FEAM leadership.

Job profile, skills, knowledge, experience and qualifications:

- Robust experience in the field of science-based policy advice,
- A minimum of a Master's Degree or equivalent relevant experience is required,
- A PhD in any field covered by the work of FEAM would be an asset,
- Excellent level of knowledge of the science-policy 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,
- Experience of delivering science-based 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 complex scientific issues to different target audiences,
- Strong interpersonal skills, with experience of building and maintaining strong working relationships with a range of internal and external stakeholders across Europe,
- An existing network of stakeholder contacts working at the science-policy interface,
- Experience of working in a multi-cultural environment and preferably for a European membership-based organisation.

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.