



The [Federation of European Academies of Medicine \(FEAM\)](#) is recruiting a talented and motivated **Forum Policy Officer** to join its Secretariat team.

**Title:** Forum Policy Officer

**Starting date:** as soon as possible (ideally 1<sup>st</sup> of March 2024)

**Contract, salary and location:** The Forum Policy Officer will be employed by FEAM, under a Belgian labour contract and based in the offices of the FEAM secretariat in Brussels, in Rue d'Egmont 13, 1000. A mix of teleworking and office-based work is offered. Travel within the EU is expected.

**Duration:** 1-year, full-time contract with possibility of extension subject to performance and funding

The initial gross monthly salary of the successful candidate will be based depending upon his/her experience. There will be in addition a number of employment benefits consistent with the role and the Belgian location.

Interviews will take place on a rolling basis

### **About the Federation of European Academies of Medicine (FEAM)**

FEAM represents a network of 24 national Academies of Medicine, of Pharmacy and of Veterinary Sciences, Medical Divisions of other national Academies. Its mission is to underpin European biomedical policy with the best scientific advice drawn from its member Academies who represent over 4 000 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. More information about FEAM can be found at [www.feam.eu](http://www.feam.eu)

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

### **Job Description and key responsibilities**

The successful applicant will take care of the implementation of current policy projects with a focus on policy activities of the [FEAM European Biomedical Policy Forum](#) and support with the Administration under the supervision of the President. Tasks to accomplish will include:

- Developing the policy programme of the FEAM European Biomedical Policy Forum,
- Organising internal meetings for Forum partners and Forum public events;
- Developing contacts with potential partners from across the biomedical sectors and supporting the FEAM Board in establishing and growing a balanced and active partnership;
- Keeping Forum and FEAM members informed about their respective policy activities,
- Organising a consultation process with Forum partners to generate Forum topics for investigation,
- Identifying opportunities for exchanging on policy issues in open meetings of Forum partners and strengthening the engagement with European policy-makers and other stakeholders for optimal timeliness and policy impact in the context of FEAM Forum policy activities.
- Monitoring ongoing and upcoming biomedical policy issues at the European level to inform the development of the Forum programme and FEAM related policy activities,

- Providing regular updates on progress and new developments to the Forum partnership and the FEAM organisation,
- Supporting the FEAM secretariat in administrative tasks such as: invoice preparations, payments, financial reporting, liaising with accountants, liaising with social secretariat.
- Contributing to the preparation of technical and financial reports on FEAM Forum policy projects;
- Providing regular and timely updates to the FEAM leadership;
- Maintaining effective links with other staff members of FEAM and providing support to the team when needed.

### **Job profile, skills, experience and qualification requirements**

- 1-2 years of experience in EU policy, preferably in the biomedical policy field, are required;
- A university degree or Master's, preferably in political sciences, law or biomedical sciences, is required. A PhD would be an asset;
- Excellent organisational skills, including in event and project management, are required;
- Logistical skills for the planning and management of meetings and workshops are required;
- Experience of working with senior scientists in a European or international context would be an asset;
- Experience of delivering reports of the highest quality is required;
- Excellent oral and written proficiency in English is required, evidenced by previous publications;
- Competences 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, are required,
- Strong interpersonal skills, with experience of building and maintaining strong working relationships are required
- Experience of working in a multi-cultural environment and preferably for a European membership-based organisation would be an asset.

### **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 and cover letter (max. 2 pages)\*, including two contact references, by email to [giulia.nicolini@feam.eu](mailto:giulia.nicolini@feam.eu) with the subject "Forum Policy Officer Application". We are reviewing applications on an ongoing basis so please submit your application as soon as possible, and **no later than 28 February 23:59 (CET)**.

\*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.