



Senior Scientific Policy Officer

The Federation of European Academies of Medicine ([FEAM](#)) is looking to recruit a talented and motivated Senior Scientific Policy Officer (SSPO) to oversee FEAM's core policy activities and its participation in Horizon Europe Project [PERISCOPE](#).

Starting date: As soon as possible

Duration: 2 years with the possibility of extension (subject to performance and funding)

Contract, salary and location: The SSPO will be employed by FEAM, under a Belgian labour contract and based partly in the offices of the FEAM secretariat in Brussels. A mix of teleworking and office based work is proposed. Travel within the EU is expected (subject to current travel restrictions).

The initial gross monthly salary of the successful candidate will be in the region of EUR 4,000 – 4,300€ depending upon his/her experience. There will also be a number of additional employment benefits consistent with the role and the Belgian location.

About FEAM

FEAM represents a network of 23 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.

Tasks and responsibilities:

The SSPO will support the core European policy programme of FEAM under the supervision of the FEAM Executive Director:

- by bringing new ideas and supporting the FEAM leadership in developing its core policy activities, alongside other policy projects such as its [European Biomedical Policy Forum](#)

and Horizon Project SAPEA;

- by providing support to the FEAM Board, Council and Member Academies in research and policy programs concerning harmonization of healthcare legislation and biomedical funding across Europe;
- by overseeing the implementation of those new policy activities (as well as ongoing activities) and facilitating the involvement of FEAM Member Academies and their biomedical experts with the support of dedicated policy staff;
- by strengthening its engagement with European policy-makers and other stakeholders for optimal timeliness and policy impact in the context of FEAM core policy activities.

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

- Overseeing FEAM's own policy activities and involvement in joint activities with other academic groups and stakeholders and acting as a scientific writer for statements or reports;
- Overseeing FEAM's participation in Horizon 2020 research project PERISCOPE;
- Supervising the Policy Officer working on FEAM core activities;
- Advising the FEAM leadership and team on future policy priorities and activities, and supporting engagement 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 fundraising activities by drafting project proposals and by providing policy advice to other staff members;
- 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 in collaboration with other staff members to ensure good synergy across the programme of activities;
- Providing policy advice to the organisation of public events and dissemination of core policy activities of FEAM in cooperation with other staff members;
- Reporting activities and contributing to the technical and financial reports of FEAM's core policy projects;
- Supporting the FEAM Secretariat in organisational and administrative matters with respect to the projects that the SSPO manages,
- Providing regular and timely updates to the FEAM leadership.

Job profile, skills, knowledge, experience and qualifications:

- Robust experience in the field of biomedical science-based policy advice including on EU policies is required;
- A minimum of a Master's Degree, preferably in public health, law or similar is required;
- A PhD in areas covered by the work of FEAM including experience in undertaking systematic literature reviews would be an asset;
- Excellent organisational and management skills for science policy projects are required;
- Experience in managing EU-funded projects would be an asset;
- Logistical skills for the planning and management of meetings and workshops is required,

- Experience of working with senior representatives from science in a European or international context is required;
- Experience of delivering science-based reports of the highest quality is required;
- Excellent oral and written proficiency in English is required;
- Competence in a second EU language, especially German or Spanish, 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 is required;
- An existing network of stakeholder contacts working at the science-policy interface would be an asset;
- Experience of working in a multi-cultural environment and preferably for a European membership-based organisation would be an asset.

Interested candidates should send their CV and a motivation letter by email to the FEAM Secretariat by 21 June 2021 to info@feam.eu. Please do not send any pdf documents larger than 2 MB in size. Candidates selected for interview will be informed by 25 June. Interviews for this role will take place virtually soon afterwards.

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.