Scientific Policy Officer – Biomedical Sciences

FEAM- the Federation of European Academies of Medicine is seeking a full-time Scientific Policy Officer (SPO) for the EU-funded project SAPEA (Science Advice for Policy by European Academies).

Starting date: This is expected to be around 1st October 2016, depending on the start date of the project grant.

Duration: 2 years with the possibility of extension for a further two years.

Contract, salary and location: The Scientific Policy Officer 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 gross salary of the successful candidate will be in the range of EUR 55,000 to 65,000 per year, depending upon his/her experience. There will also be a number of additional employment benefits consistent with the role and the Belgian location.

Availability of the position will be subject to the final approval of the project by the European Commission. Successful applicants will be given at least one months notice of the final commencement date.

About FEAM
FEAM (www.feam-site.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 more than 5000 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 SAPEA project:
The EU-funded project SAPEA is centred on a Consortium of the five European Academy Networks - Academia Europaea, ALLEA, EASAC, Euro-CASE and FEAM. Its core objectives are twofold. One is to provide independent science-based policy advice to the European
Commission (EC) and the wider public, in the context of the Scientific Advice Mechanism (SAM) of the EC. Secondly the SAPEA project will seek to strengthen cooperation and foster synergies between the Academy Networks and their 100 member academies, as well as making the existing structures more sustainable. Through these networks, the SAPEA project has access to thousands of Academy Fellows from the social, human, natural, engineering and medical sciences across Europe, who provide their knowledge and expertise on a voluntary basis.

Tasks and Responsibilities:
The successful applicant will be one of the five SAPEA project SPOs, each of whom will work for one of the respective Academy Networks. He/she will work in close cooperation with the Senior Scientific Officer, who will act as Chair of the team of SPOs, but he/she will be accountable to the FEAM Executive Director and the Officers of the FEAM Board.

The FEAM SPO will act as the organisational lead (or co-lead), on behalf of the Consortium, for the development and provision of evidence-based policy advice on specific topics, particularly in the fields of biomedical and healthcare research. The SPO will undertake all activities to organise and manage the process and will maintain effective working relationships across and between the Networks. Such tasks will include, among others:

- Preparing draft project outlines for scientific topics, including work and budget plans and proposals for the final outputs (e.g. statements, report, study),
- Maintaining an excellent knowledge of current EU policy activities in the field of biomedical sciences
- Organising meetings of working groups of Academy Fellows and external experts,
- Organising a consultation process with Academies and Fellows to generate topics for investigation (via a ‘bottom-up’ process), especially within the FEAM Member Academies,
- Acting as a scientific writer for statements or reports,
- Working in cooperation with the SAM Unit/High-Level Group and other representatives of the European Commission regarding scientific topics and timelines,
- 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,
- Undertaking research, debate and horizon-scanning activities, possibly conducting structured expert interviews,
- Subcontracting, briefing and cooperating with third parties, commissioning fact-finding exercises (by subcontract) and translations of reports,
- Collecting suggestions for and contributing to the peer review process of scientific publications,
- Reporting activities and contributing to the technical and financial reports of the SAPEA project,
- Organising public events and supporting the dissemination activities of the Communications Office of SAPEA,
- Helping to build, maintain and exploit internal databases of experts and a public database of reports,
- Supporting the FEAM Secretariat in organisational and administrative matters with respect to the project.
- Maintaining effective links with the SSPO
- Providing regular and timely updates to the rest of the FEAM organisation

**Job profile, skills, knowledge, experience and qualifications:**
- Experience in the field of science-based policy advice,
- A minimum of a Master’s Degree is required
- A PhD in any field covered by the work of FEAM would be an asset,
- Good 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 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, as well as previous experience of working in an EU-funded project is an asset.

Interested candidates should send their CV and a motivation letter by Email to the FEAM Secretariat by Monday 15 August, 2016. jeff.kipling@feam.eu.com cc: jeff.kipling@gmail.com. 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 20 August. Interviews for this role will take place from 26 August onwards in Brussels. Reasonable travel expenses (economy) will be reimbursed.

FEAM and SAPEA apply 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.

**For further information:**
http://ec.europa.eu/research/sam/index.cfm
http://www.feam-site.eu

www.ae-info.org
www.allea.org
www.easac.eu
www.euro-case.org
www.acatech.de/uk/home-uk/international.html