



Policy/Senior Policy Officer

**The Guild of European Research-Intensive Universities
Brussels, Belgium**

The Guild of European Research-Intensive Universities, a network composed of 19 of Europe's leading universities across 14 countries, is looking to fill **either** two Policy Officer positions (1-3 years of relevant experience) **or** one Senior Policy Officer position (3-5 years of relevant experience).

The postholders will join The Guild at an exciting time when the network is further expanding its engagement with EU policies in research, innovation and education, and strengthening collaboration amongst its member universities.

For more information about the Guild, visit www.the-guild.eu.

The role

The Policy/Senior Policy Officer will support the Secretary-General and the Head of Policy in developing and maintaining strong networks with the Commission and the European Parliament to articulate and advocate the Guild's policy agenda. S/he will demonstrate an understanding of, and a passion for, engaging with current EU policy developments for research, education and innovation. The positions will involve:

- Maintaining an up-to-date knowledge of European research, education and innovation policies.
- Coordinating the activities of the Guild's working groups and facilitating the formulation of the network's positions.
- Drafting position papers to articulate the Guild's priorities on specific policy initiatives.
- Liaising with key stakeholders, including with representatives of European Institutions (European Commission, European Parliament and the Council of the EU)
- Drafting reports, minutes, policy briefings and analyses of EU documents and other relevant texts.
- Promoting the excellence and reputation of member universities.

Profile

- University degree at Master's level or higher.
- Demonstrable understanding of the functioning and the decision-making processes of European institutions.

Aarhus University • University of Bern • University of Bologna • Ghent University • University of Glasgow
University of Göttingen • University of Groningen • Jagiellonian University • King's College London
University of Ljubljana • University of Louvain • University of Oslo • Paris Diderot University • Radboud University
University of Tartu • University of Tübingen • Uppsala University • University of Vienna • University of Warwick

- Experience working with EU research, innovation or education policy areas, or other experience relevant to the role.
- Good knowledge of the higher education sector, and of the challenges and opportunities research-intensive universities face.
- High level of spoken and written English, knowledge of another European language is an asset.

Competencies:

- Excellent presentation and communication skills.
- Good research, analytical and organisational skills.
- Highly motivated.
- Prepared to travel and undertake additional duties as required.
- Ability to tackle challenges in a creative and dynamic manner.
- Proactive and flexible, with an ability to work on multiple projects in a fast-paced environment.

The Guild offers:

- A full-time position under Belgian law.
- Start date: as soon as possible.
- A competitive salary with additional benefits (including health insurance).

Unless a national of an EU or EEA country, candidates must be eligible to work in Belgium and must have a work permit.

Applications should include:

- An application letter describing why candidates are interested in this post, and what distinctive contributions and qualities they could bring to the role.
- CV in English (including current salary).
- The names of two referees who can provide a reference in English.

Applications should be submitted by the deadline of 4 July 2018 13.00 CET, to info@the-guild.eu. Shortlisted candidates will be contacted on 5 or 6 July for initial interviews on 9 July 2018, with second interviews to follow in the week beginning 16 July. The Guild regrets that we are unable to acknowledge all applications received.