

ALLEA (All European Academies) is seeking a maternity leave replacement for the position of a full-time (39 hours weekly) **Scientific Policy Officer** (SPO) for the EU-funded project “Science Advice for Policy by European Academies” (**SAPEA**).

Conditions

- Starting date: 3 April 2017 / Duration: provisionally 9 months (minimum duration)
- Location: Berlin, Germany / Travel: Regular travel within Europe is expected.
- Salary and contract: The working contract will comply with German labour regulations and the salary will be in accordance with German tariff law (TV-L). The monthly basic gross salary for this position ranges from EUR 4,100 to 4,500 depending on the candidate’s level of experience.

About SAPEA

The EU-project SAPEA consists of a consortium of the five European academy networks. These are Academia Europaea, ALLEA, EASAC, Euro-CASE and FEAM. SAPEA’s core objectives are twofold. Firstly, to provide independent science-based policy advice to the European Commission (EC) and the European public in the context of the Scientific Advice Mechanism (SAM) of the EC. Secondly, to strengthen cooperation and to foster synergies between the Academy Networks and their 100 Member Academies as well as to enhance and strengthen existing structures. Through these networks, the SAPEA project has access to thousands of Academy Fellows from the social, human, natural, engineering and medical sciences, located across Europe.

About ALLEA

ALLEA, the European Federation of Academies of Sciences and Humanities, currently brings together 59 Academies from more than 40 countries in the Council of Europe region. Its Member Academies are self-governing communities of leading scholars and researchers across all scientific fields. Independent from political, commercial and ideological interests, ALLEA contributes to the improvement of framework conditions under which science and scholarship excel. Together with its Member Academies, ALLEA informs European policy and society through evidence based advice.

Tasks and Responsibilities

The successful applicant will be one of 5 SPOs, each of whom works for one of the respective Academy Networks. He/she will work in close cooperation with the Senior Scientific Policy Officer, who acts as chair of the team of SPOs, but he/she will be accountable to the ALLEA Executive Director and the ALLEA Board. ALLEA will act as the organisational lead (or co-lead), on behalf of the Consortium, for the provision of evidence-based policy advice on specific topics. 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:

- Prepare draft project outlines and scoping papers for scientific topics, including work and budget plans and proposals for the final outputs (e.g. statement, report, study),
- Organise meetings of working groups of Academy Fellows and external experts,
- Organise consultation processes with Academies and Fellows to generate topics for investigation (bottom-up process), especially within the ALLEA Academies,
- Act as a scientific writer for statements or reports,
- Work in cooperation with the SAM Unit/High-Level Group and other representatives of the European Commission regarding scientific topics and timelines,
- Maintain ties and organise meetings regarding topic-driven activities with various representatives of the EC, other European bodies such as the European Parliament and further selected stakeholders,

- Undertake research, literature and evidence review, debate and horizon-scanning activities, possibly conduct structured expert interviews,
- Cooperate with third parties, commission fact-finding exercises and translations of reports (by subcontract),
- Collect suggestions for and contribute to the peer review process of scientific publications,
- Report activities and contribute to the technical and financial reports of the SAPEA project,
- Organise public events and support the dissemination activities of the Communications Office of SAPEA,
- Help to build, maintain and utilise internal databases of experts and a public database of reports,
- Support the ALLEA Executive Director and Secretariat in organisational, administrative and other matters related to the project.

Your profile, skills, knowledge, experience and qualifications

- A Master’s Degree or PhD in a field relevant to the work of ALLEA and/or SAPEA (preferably in a Social Sciences and/or Humanities discipline),
- Experience in the field of science-based policy advice and excellent knowledge of the science-policy interface and of policy-making processes at an EU level,
- Experience in working with senior representatives from science and policy,
- Experience in managing budget lines and delivering scientific publication and projects of highest quality and within agreed budgets and time-lines,
- Excellent organisational and management skills for scientific projects,
- Excellent oral and written proficiency in English (native speaker level),
- 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 are an asset.

How to apply

If you are interested in applying for this position, please send your CV, motivation letter and references to secretariat@allea.org by 16 March 2017 (pdf-documents, not larger than 2 MB). Job interviews are envisaged to take place in Berlin on 20/21 March 2017. Reasonable travel expenses can be reimbursed upon request. ALLEA and SAPEA apply an equal opportunities policy and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

<p>Contact and further information on ALLEA</p> <p>ALLEA Secretariat c/o Berlin-Brandenburg Academy of Sciences and Humanities Jägerstr. 22/23 D-10117 Berlin Germany Phone: +49 (0)30 325 98 73 72 Mail: secretariat@allea.org Web: www.allea.org</p>	<p>Further information on SAM</p> <p>http://ec.europa.eu/research/sam/index.cfm</p> <p>http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-societies_en.pdf (Horizon 2020 call on page 122 ff.)</p>
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