

JOB DESCRIPTION: ENVIRONMENT PROGRAMME DIRECTOR, EASAC

Reports to:	EASAC Executive Director
Location:	Flexible
Contract hours:	An average of 8 days per month
Contract duration:	12 months and renewable
Salary:	In the range €400-€580 per 8h day, according to experience

Context

EASAC - the European Academies' Science Advisory Council - is formed by the national science academies of the EU Member States, Norway and Switzerland to enable them to collaborate with each other in providing independent science advice to European policy-makers. It thus provides a means for the collective voice of European science to be heard.

EASAC produces statements and reports mainly on European issues where science and policy interact, within the three programme areas of Environment, Energy and Biosciences. In each of these areas, EASAC's activities are managed by a Programme Director. Each programme has a Steering Panel, comprising academy experts in research and policy, which typically meets twice a year. The Programme Director essentially provides the secretariat to this panel and (together with the Panel Chair) ensures its mix of expertise continues to be appropriate. Steering Panel members are nominated by EASAC member academies and selected on the basis of their expertise in a relevant field, complementing the skill set of the rest of the panel to ensure good coverage (in terms of discipline, technology, sector and/or specific policy area). The Environment Programme Director works closely with the Environment Steering Panel and its nominated Chair to advise EASAC Council and Bureau on potential projects where EASAC can add value and have impact on EU policy. He/she will also work closely with the two other Programme Directors to explore opportunities for cross-sectoral/synergistic working.

Once a project is approved by EASAC Council, the Programme Director is responsible for its effective implementation. This may involve establishing a project working group (involving experts nominated by EASAC member academies), developing and implementing a (typically 9-12 month) project work plan. Such working groups typically meet 1-3 times per project, with the Programme Director leading extensive electronic exchange and managing the drafting process (he/she will typically do most of the report writing). He/she will also lead project dissemination, outreach and follow-up activities, in liaison with the working group and Steering Panel Chair and the EASAC Secretariat.

From time to time, the Environment Programme Director will also be required to advise on reactive programme work e.g. responding to public consultations from the EU or to inaccurate media reporting, requiring faster turnaround.

The Environment Programme Director will keep abreast of key policy issues / challenges / controversies within or related to his/her domain of work and advise EASAC colleagues on important developments. Already well-networked with European institutions and other relevant bodies, the Programme Director will establish, develop and maintain strategic relations with key stakeholders in the EU (Commission, Parliament and agencies), as well as key scientists in relevant/associated fields and the science media.

Job scope and responsibilities

Mandated by the EASAC Bureau, and line managed by the EASAC Executive Director, the Environment Programme Director will be responsible for:

- managing the Environment Programme Steering Panel and Environment project working groups for “live” projects
- scoping new projects in the field of Environment
- project planning, implementation and delivery
- report writing, developing a consensus among working group members, responding to peer review responses
- maintaining project quality and policy relevance
- provide the key conduit (point of contact) for the programme and its projects
- project dissemination, outreach and follow-up
- ongoing stakeholder management, building strategic relations in /outside of the EU
- horizon-scanning of new and emerging research and policy issues/challenges in the field of Environment.

The Environment Programme Director will work within the EASAC Secretariat to

- ensure that the very best expertise and experience in EASAC – and where required outside of it – is deployed, drawing on academy networks, experience and expertise, as well as other thematic experts throughout the EU;
- ensure that Environment programme output is disseminated strategically; that it aims at policy impact; and that lessons learned and best practices are shared with EASAC member academies to help build their capacity.

Competencies

- The post-holder will have a solid understanding and direct experience of policy processes in the European Commission, and will be responsible for the development of the EASAC Environment Programme, with the Steering Panel’s guidance.
- He/she will have broad experience relevant to the EASAC Environment Programme and the competency to manage a demanding mix of projects and priorities across a potentially wide range of environment-related fields (see EASAC web page for the topics covered in recent years).
- The post-holder will need to be versatile and flexible, and be creative in problem solving and designing effective models of project delivery and engagement. He/she will need the personal skills to work with leading experts from different fields and nations to ensure their expertise is transformed into a policy-relevant report and outcome.

- As projects raise different challenges, the post-holder will need to be resilient and remain open to fresh approaches to the initiation and conduct of projects, and to the influencing (outreach) strategy that accompanies them.
- The post-holder will be expected to deliver projects on time, to budget and to the agreed scope, with strong project management, resource management and writing skills.
- He/she will build and maintain contacts in academic, research and policy-making communities in Europe and, where required, elsewhere; and represent EASAC's interests in meetings and conferences/events, as required.

Key knowledge and skills required

Essential

- A good first degree in a scientific field relevant to the EASAC Environment Programme
- A solid understanding and experience of European policy and process, with well-established networks
- Expertise / experience in one or more areas of high-level environment science policy / international relations
- Excellent command of written and spoken English (preferably English as first language)
- Experience of membership-based organisations, e.g. academies, and working with committees
- Able to interpret and convey scientific, technical and policy-related ideas effectively
- Assessment and reporting of (often technical) information in a clear & concise manner
- An enthusiastic and effective team player, with experience of collaborative working
- Self-organisation and management of several tasks simultaneously
- Strong project, people and resource management skills
- Skilled oral and written communication with a range of audiences
- Effective interaction / networking with people at all levels of seniority
- Highly motivated and an ability to elicit similar motivation and cooperation in others
- Able to work flexibly and undertake regular travel to Brussels and elsewhere in Europe

Desirable

- A higher degree in a relevant subject would be an advantage
- Able to communicate in one other European language

Please send your electronic application by 19 February 2018 to secretariat@easac.eu, containing a CV, a list of your publications, up to three recent examples of reports or documents that you have written for non-expert readers, and the names of two possible referees.

Please contact the EASAC Secretariat (+49 345 4723 9833) if you have any questions.