

DIRECTOR OF PROJECTS

JOB DESCRIPTION

Title:	Director of Projects
Purpose:	Ensure that EHMA delivers quality projects, which are funded by the European Commission, and private sponsors. Ensure excellent delivery and continuous improvement of our projects so they achieve our vision of excellent health management for a healthy Europe. Manage the acquisition of new projects, and providing inspirational and strategic leadership and guidance in the development, implementation and management of all our projects.
Support:	This post reports to the Executive Director, and works in close synergy with the Chief Operations Officer.
People management:	Manages the Programme Manager, Communications Manager, and Policy Officers. Manages the involvement of all the team within project work. Supports and supervises interns.
Salary:	Competitive salary. A benefits package is also provided, including meal vouchers of 8€ per day, up to 50€/month for phone reimbursement, public transport reimbursement of 50€/month, a complementary pension plan, and 5 days of paid extra-legal holidays over the Christmas period.
Terms:	Full time, open-end contract based in Brussels and subject to Belgian law. Formal performance review conducted after six months.
Benefits:	We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed. We also provide flexible working hours and teleworking arrangements.
Dimensions:	This role operates in a well-supported but high-pressure environment, especially in the current pressures on health systems. It has high public visibility and is responsible for initiatives that are important to the health and wellbeing of European citizens and the health systems they use. This is a doing and leading post: the post holder delivers their own portfolio of activities, and delegates and manages resources effectively.

KEY RESPONSIBILITIES

1. Provide comprehensive leadership for a portfolio of European Commission and privately funded projects and initiatives addressing health management.
2. Ensure reciprocity and cross pollination between EHMA's core work on health management and all projects and other initiatives EHMA is involved in.
3. Manage the financial status of projects by completing internal and external technical and financial reporting, forecasting, regular monitoring, and planning of activities and human resources.
4. Ensure the sustainability of EHMA's programmes by seizing and leveraging all relevant opportunities, including successful proposal submissions for funders (European Commission, industry, and philanthropy) by horizon scanning funding opportunities, building consortia, writing proposals and developing budgets.
5. Maintain excellent relationships with EHMA members, internal and external co-workers, colleagues, consortium partners and policy networks to ensure the successful coordination and reach of all efforts.
6. Maintain a high profile for EHMA and its projects by acting as an ambassador and making external representations (alongside team members), undertaking strategic communications, information dissemination, stakeholder engagement, and exploiting all opportunities for our work to be presented at conferences and high-level meetings.

PERSON DESCRIPTION

ESSENTIAL MINIMUM CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, vision and values.
- Adhere to EHMA's policies and procedures.
- Fluency in English, spoken and written.
- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Have a can-do attitude and be solution focussed.
- Manage and prioritise your workload and ensure deadlines are met.
- Ability to be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all members of the staff team.

- Undertake relevant professional development activities and training as agreed with your line manager.
- Maintain confidentiality with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their ongoing development.
- Have regard for personal health and safety and for that of those around you.
- Ability to travel, predominantly across Europe and sometimes other regions, including one day meetings, overnight and multi-days.
- Sound knowledge of Microsoft Office and SharePoint.

Project management competencies

- Outstanding project management skills.
- Outstanding knowledge of EU-funding frameworks (in particular Horizon 2020, Horizon Europe, Erasmus+, and COSME), the EU project portal, and reporting tools.
- Excellent knowledge of EU reporting procedures, and ability to deliver technical and financial project reporting to strict deadlines and in liaison with colleagues.
- Ability to building project consortia and productively engage with project partners and other external stakeholders.
- Developed fundraising skills, including research of opportunities and effective proposal writing.
- Ability to keep collaborators up to date on project activities.

Communications competencies

- Excellent writing skills and ability to complete technical reports, summaries, meeting notes, briefings, etc.
- Ability to identify and exploit potential projects dissemination opportunities.
- Develop and implement comprehensive communication campaigns
- Knowledge and management of social media for project dissemination.
- Ability to develop compelling contents and engagement techniques.

Financial competencies

- Outstanding knowledge of budgeting procedures for EU projects.
- Excellent ability to plan, forecast and monitor resources, including staff time.
- Ability to work within project budgets.

Leadership competencies

- Experience in engaging with Senior Management Teams.
- Ability to measure, evaluate and report on impact of project work.
- Outstanding knowledge in developing workplans and budgets.
- Ability to manage staff and interns with clear direction, goals and support.
- Ability to inspire and foster engagement with colleagues across the organisation.
- Ability to incorporate ethical standards and EHMA's values as the basis of all interactions with stakeholders.

- Use individual, team and organisational learning opportunities for personal and professional development.
- Committed to measuring, reporting and continuous improvement of organisational performance.

Cultural competencies

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- Sound understanding of health systems management, and dedication to continual learning on the topic.

PARTNERSHIP DIMENSIONS

- Work with EHMA members, stakeholders, research partners, institutional, industry and subject matter experts.
- Foster relationship with EHMA members and project partners to build basis for long-term collaboration on multiple projects.

DESIRABLE CRITERIA

- Experience working in a European health system.
- Advanced knowledge of healthcare management.
- Fluency in French or other European languages.