

# DIRECTOR OF POLICY & RESEARCH

## JOB DESCRIPTION

<b>Title:</b>	<b>Director of Policy and Research</b>
<b>Summary:</b>	Lead and deliver an outstanding portfolio of research and policy activities that support excellent health management across Europe.
<b>Support:</b>	This post reports to the Executive Director. Works in close synergy with the Director of Development and Director of Projects.
<b>People management:</b>	This post is part of the Senior Management Team. The post holder manages a team of four Policy officers of varying experience. Manages the involvement of all the team within projects. Liaises with sponsors and granting authorities, project partners and EHMA members.
<b>Salary:</b>	A competitive base salary is offered, scaled to experience, and a comprehensive benefits package.
<b>Terms:</b>	Full time, open-end contract based in Brussels and subject to Belgian law. Formal performance review conducted after six months.
<b>Benefits:</b>	We want our staff to thrive, so we provide comprehensive induction, 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.

## PURPOSE AND RESPONSIBILITIES

- Primary:** Unite the skills, knowledge and experiences of the EHMA members, secretariat, and our networks into impactful research and policy initiatives across the multiple classifications of Europe. Raise our policy profile.
1. Maintain and promote the key messages of our comprehensive policy stock take to ensure all our policy and research work is founded in the views of our Members.
  2. Empower a team of Policy Officers and support all colleagues across the organisation.
  3. Produce research reports, analysis, policy briefings, and speeches.
  4. Ensure the highest level of policy and research-informed representations of EHMA in a broad array of influencing activities including policy networks, conferences, committees, special interest groups, and other high-level meetings.
  5. Implement and maintain EHMA's parliamentary and public affairs monitoring.
  6. Sustain EHMA's policy and research work by horizon scanning funding opportunities, building consortia and writing proposals. Seize and leverage these opportunities into successful proposal submissions (European Commission, industry, and philanthropy, etc).

# PERSON DESCRIPTION

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## ESSENTIAL MINIMUM CRITERIA

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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.
- Adheres to EHMA's policies and procedures.
- Fluency in English.
- 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.
- Be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all people.
- Participate in professional development and training.
- 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 on-going development as required.
- Have regard for your own 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.

### Essential Health Management knowledge

- A Master degree in health management, public health, or equivalent extensive high-level work experience.
- Knowledge of the European health ecosystem.

### Policy and Research competencies

- Knowledge of EU institutions and their decision-making processes.
- Knowledge of global trends in health and health management.
- Knowledge of EU and other Parliament processes.
- Knowledge and experience of research methodologies for policy development.
- Identify, process, and analyse relevant information from multiple sources.
- Extensive methodology knowledge of stakeholder mapping.
- Contribute to, develop and build strong networks of institutional and other partners.
- Ability to write compelling evidence-based surveys, policy briefings, and other publications.

## Project Management competencies

- Productive engagement in building and coordinating project consortia.
- Write effective proposals and content for project deliverables, and guide the policy team to deliver outstanding and accurate content.
- Outstanding project and partnership management. Develop and manage policy initiatives (projects, networks or activities) that move EHMA toward its vision; and work with staff and leadership to develop, track and communicate project goals, timelines, and deliverables related to those initiatives. Ensure milestones and deliverables are met in a timely manner.
- Keep collaborators and teams up to date on project activities.
- Maintain effective lines of communications amongst the team and partners, keeping the SMT informed of all critical issues, and propose mitigating solutions.
- Develop collaboratively a learning and development culture by supporting the research of opportunities to develop existing or new projects.
- Supervise the development of workplans and budgets.

## Financial competencies

- Creates and implements budgets.
- Works within project budgets, including EU projects.
- Works in synergy with other SMT members for optimum financial and people management.
- Plan, forecast and monitor adequate use of resources, including staff time.
- Contributes to the preparation of proposals for funding from external sources.

## Leadership competencies

- An active member of the Senior Management Team, participating collectively to decision making for the organisation.
- Manage, mentor and coach staff and interns with clear direction, goals and support.
- Conducts empowering routine management, and conducts midyear and end-of-year reviews, and performance improvement plans when necessary.
- Delegates effectively and thoughtfully to colleagues with expertise in a variety of topics.
- Recruit and manage a team to deliver all EHMA policy commitments.

## Cultural Competency

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

## KNOWLEDGE

- A comprehensive understanding of health management across Europe.
- A sound understanding of EU Institution structures, policies and decision-making processes.

## **DESIRABLE CRITERIA (items that will make you really stand out)**

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- Work experience in a health or care organisation in Europe.
- Knowledge and expertise in EU funding opportunities for health organisations.
- Fluency in French or other European languages.