

# POLICY OFFICER

## JOB DESCRIPTION

<b>Title:</b>	Policy Officer
<b>Purpose:</b>	Deliver an outstanding portfolio of policy activities that supports effective health management across Europe, and proactively engage with our diversity of audiences to ensure that challenges in health management are properly addressed at a national and European level.
<b>Support:</b>	This post reports to the Head of Policy. This post is actively engaged in the Policy, the Project and the Operations Teams.
<b>People management:</b>	Supports and supervises interns. Liaises with sponsors, project partners, and EHMA members.
<b>Salary:</b>	The basis salary is <b>€2,500 and up to €3,200 gross per month</b> , depending on experience. 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.
<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 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.

## KEY RESPONSIBILITIES

1. Support the production and implementation of the policy strategy for the organisation, including identification of trending topics in health management, and key outputs of project work and other EHMA initiatives.
2. Plan, implement and complete all activities and deliverables for a portfolio of European Commission- and privately-funded projects.
3. Ensure the provision of policy inputs into the overall portfolio of EHMA work, including our events, trainings, annual conference, communication campaigns, and project work.

4. Produce briefings, speaking notes and presentations, content for communication channels, advocacy campaigns, policy briefs, reports, position statements, and white papers.
5. Coordinate consultation groups, working groups, and represent EHMA at external conferences and meetings.
6. Conduct stakeholders mapping, surveys, and consultations, and maintain excellent relationships with partners and networks to ensure the overall coordination of policy and dissemination efforts.
7. Contribute to proposal writing for funders including philanthropy, the European Commission, institutions, private donors, agencies and companies.

## **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.
- 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.

## Policy competencies

- Sound knowledge of EU institutions and their decision-making processes.
- Excellent knowledge of global trends in health management.
- Ability to produce advocacy materials and develop mechanisms to share and manage advocacy information and knowledge.
- Committed to develop and build strong networks of institutional and other partners.
- Ability to identify, process and analyse relevant information from multiple sources.
- Ability to monitor the outputs and impacts of EHMA policy initiatives.

## Communications competencies

- Excellent writing skills and ability to develop a range of different outputs, including technical reports, policy briefings, speeches, summaries, meeting notes, etc.
- Have a critical eye in terms of quality, accuracy and meticulous attention to detail.
- Ability to plan comprehensive communication campaigns, develop compelling policy content and engagement techniques.
- Ability to identify and exploit potential policy opportunities.
- Knowledge and use of social media and newsletters for policy campaigns.

## Project management competencies

- Advanced project management skills.
- Ability to write effective proposals.
- Productive engagement and building of project consortia.
- Ability to building project consortia and productively engage with project partners and other external stakeholders.
- Ability to keep collaborators up to date on project activities.

## Financial competencies

- Able to manage and work within project budgets.
- Able to contribute to the preparation of proposals for funding from external sources.
- Able to source and recommend suppliers for policy activities in line with budget and commissioning contracts.

## Leadership

- Ability to incorporate ethical standards and EHMA's values as the basis of all interactions with stakeholders.
- Ability to use individual, team and organisational learning opportunities for personal and professional development.
- Ability to inspire and foster engagement with colleagues across the organisation.
- Committed to creating project plans and able to ensure that milestones and deliverables are met in a timely manner.
- Able to contribute to the development of workplans and budgets.
- Committed to measure, report and continuously improve 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

- Excellent understanding of healthcare management issues.
- Excellent understanding of EU Institution structures, policies and decision-making processes.

## PARTNERSHIP DIMENSIONS

- Work with stakeholders, research partners, industry and subject matter experts.
- Work with European partners as well as agencies internationally.

## DESIRABLE CRITERIA

- Experience working in a European health system.
- Knowledge and expertise in EU funding opportunities for health organisations.
- Fluency in other European languages.