

POLICY OFFICER

JOB DESCRIPTION

Title:	Policy Officer
Purpose:	The Policy Officer will play a critical role in supporting EHMA's policy and research agenda, with a particular focus on delivering high-quality, evidence-informed outputs that advance health management in Europe. This role combines policy analysis with research design, delivery, and synthesis, ensuring that EHMA's contributions are both scientifically rigorous and policy-relevant.
Support:	This post reports to the Director of Policy and Research and is part of the Policy and Research Team.
People management:	Supports and supervises interns. Liaises with sponsors, project partners, and EHMA members.
Salary:	The basis salary is €2,500 and up to €3,200 gross per month , depending on experience. A benefits package is also provided, including meal vouchers of 8€ per day worked, up to 50€/month for phone reimbursement, public transport reimbursement, complementary pension plan, hospitalisation insurance (including ambulatory and dental care), 13 th month, 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.

KEY RESPONSIBILITIES

1. Contribute to the development and implementation of EHMA's policy strategy by identifying emerging trends in health management and aligning key outputs from projects and initiatives with strategic priorities.

2. Plan, coordinate, and complete all activities and deliverables within a portfolio of EU and privately funded projects, ensuring compliance with timelines, budgets, and objectives.
3. Ensure the integration of research and policy insights into EHMA's events, trainings, annual conference, communication campaigns, and project deliverables.
4. Design and deliver research activities - including surveys, interviews, focus groups, literature reviews, and data analysis - under the guidance of senior staff.
5. Develop high-quality written content such as policy briefs, reports, speaking notes, white papers, and content for publications, dissemination activities, and conference programming.
6. Co-author EHMA reports, articles, academic outputs, and other publications that contribute to the dissemination and impact of EHMA's work.
7. Coordinate consultation and working groups, conduct stakeholder mapping, maintain strong relationships with partners and networks, and represent EHMA at external conferences, meetings, and advocacy events.

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.

Policy competencies

- Sound knowledge of EU institutions and their decision-making processes.
- Excellent knowledge of global trends in health management.
- Strong stakeholder engagement skills, with the ability to facilitate dialogue and incorporate diverse perspectives into research and policy outputs.
- Ability to identify, analyse, and synthesise evidence and trends from academic, policy, and practice sources.
- Ability to translate research findings into clear, actionable policy insights and communicate them effectively.
- Ability to monitor the outputs and impacts of EHMA policy initiatives.

Research competencies

- Experience in the design of policy-relevant research projects, with understanding of qualitative and quantitative methods.
- Ability to deliver research activities (e.g. literature reviews, policy mapping, surveys, interviews, focus groups), ensuring outputs are rigorous and credible.
- Strong data analysis and visualisation skills to support policy research and reporting.
- Good knowledge of survey and data collection tools (e.g., SurveyMonkey, Qualtrics).
- Ability to critically appraise evidence and translate complex findings into accessible insights for diverse audiences.

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 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 organisational skills to support project planning and implementation.
- Ability to write effective proposals.
- 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.
- Sound 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

- Fluency in other European languages.