

## Senior Projects Manager – Job description

<b>Title:</b>	<b>Senior Project Manager</b>
<b>Purpose:</b>	Improve the health and well-being for Europe’s citizens and communities by supporting effective health management across Europe, through the provision of outstanding project management and dissemination of the outcomes. Communicate and disseminate research outputs between researchers, managers, and decision makers in order for them to be implemented into practice.
<b>Support:</b>	This post reports to and works in close synergy with the Executive Director.
<b>People management:</b>	Manages the Communications Officer Manages the involvement of all the team within project work. Supports and supervises interns.
<b>Salary:</b>	The basis salary is €3,000 gross per month, or up to €3,400 gross per month depending on experience, plus a 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. Offer subject to satisfactory reference check.
<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, meal vouchers, phone reimbursement, public transport reimbursement, 5 days of extra-legal holidays, and a pension plan.
<b>Dimensions:</b>	This role will manage a portfolio of at least 5 major projects. It is a well-supported but high-pressure environment, especially in the current pressures on health system. This post is currently the only dedicated project role, but a communications role will imminently be added to this team and managed by this post. The rest of the staff team also work part time on projects.

### Key responsibilities

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1. Plan, implement and complete all activities and deliverables for a comprehensive portfolio of European Commission funded projects.
2. Maintain excellent relationships with consortium partners and policy networks to ensure the overall coordination of all communications efforts.
3. Complete technical and financial reporting for all projects, including regular monitoring of activities and use of human and financial resources.
4. Horizon scan funding opportunities and build consortia for proposal preparation.
5. Write proposals and develop proposal budgets for funders including European Commission, industry, and philanthropy.
6. Maintain a high profile for EHMA by undertaking strategic communications, information dissemination, stakeholder engagement, and that our work is presented at conferences and high-level meetings.

## **ESSENTIAL CRITERIA**

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

### **General competencies for all staff**

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- 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.
- The 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 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 on-going development as required.
- Occasional work outside normal working hours for which time off in lieu (TOIL) will be given.
- 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.

### **Project Management competencies**

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- Excellent knowledge of the EU-funding framework and tools, in particular Horizon 2020, Erasmus+, COSME.
- Excellent knowledge of EU Project portal and of EU project reporting tools (e.g. Form Cs, timesheet templates).
- Excellent project management and proposal writing.
- Understanding and knowledge of the EU financial reporting procedures and rules.
- Ability to write effective proposals.
- Productive engagement and building of project consortia.
- Manage the relationship with project partners and other external stakeholders.
- Contribute to a learning and development culture by supporting the research of opportunities to develop existing or new projects.
- Oversee technical and financial project reporting activities.
- Keep collaborators up to date on project activities.

### **Communications competencies**

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- Excellent writing skills and ability to complete technical reports, summaries, meeting notes, briefings, etc.
- Understand and engage with EHMA external activities to identify and exploit potential projects dissemination opportunities.
- Plan and coordinate comprehensive communication campaigns.
- Management of social media for dissemination purposes.
- Management of CMS platforms for website management (e.g. Wordpress).
- Effective use of Newsletter clients (e.g. Mailchimp).

- Develop compelling contents and engagement techniques.
- Familiarity with visual design tools and editing tools and applications.

### **Financial competencies**

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- Excellent knowledge of budgeting procedures for EU projects.
- Works within project budgets.
- Plans and monitors adequate use of resources, including staff time.

### **Leadership competencies**

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- Measure, evaluate and report on impact of project work.
- Contribute to the development of workplans and budgets.
- Manages staff and interns with clear direction, goals and support.
- Inspires and fosters engagement with colleagues across the organisation.
- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders, project partners in particular.
- Use individual, team and organisational learning opportunities for personal and professional development.
- Participate in the measuring, reporting and continuous improvement of organizational performance.

### **Cultural Competency**

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

### **KNOWLEDGE**

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- A sound understanding of health systems management.

### **PARTNERSHIP DIMENSIONS**

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

### **DESIRABLE CRITERIA**

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- Advanced knowledge of healthcare management.
- Fluency in French, Portuguese or other European languages.

EHMA is committed to transparent and fair recruitment. We are looking to recruit the person who best meets the criteria above, whomever that may be. Applications from people from Eastern Europe are very strongly encouraged to help expand the diversity of the team.