

Policy Officer – Job description

Title:	Policy Officer
Purpose:	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.
Support:	This post reports to the Senior Project Manager. Works closely with the Executive Director and Operations Manager.
People management:	Supports and supervises interns. Liaises with sponsors, project partners and EHMA members.
Salary:	The basis salary is €2,200 gross per month and up to €2,400 gross per month depending on experience. A benefits package is also provided.
Terms:	A one year contract under Belgian law, with possibility of extension. Applicants must be eligible to work in Brussels. Formal performance review conducted after six months. The employment offer is subject to a satisfactory reference check.
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, meal vouchers, phone reimbursement, public transport reimbursement, 5 days of extra-legal holidays, and a pension plan.

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 European project work.
2. Produce briefings, speaking notes and presentations for colleagues, content for our communication channels, advocacy campaigns, policy briefs and reports, position statements, and white papers.
3. Conduct stakeholders mapping, surveys, and consultations with EHMA members and audiences.
4. Conduct background research to support the preparation of project proposals for the European Commission or other funding bodies, agencies and companies.
5. Coordinate consultation groups, working groups, and represent EHMA at external conferences and meetings.
6. Ensure the provision of policy inputs into the overall portfolio of EHMA work, including our events, trainings, annual conference, and project work.
7. Develop reports on metrics and outcomes of various campaigns and activities, including regular monitoring of intelligence and updates on policy developments.

ESSENTIAL 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](#).
- 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.

Policy competencies

- Knowledge of EU institutions and their decision-making processes.
- Produce advocacy materials and develop mechanisms to share and manage advocacy information and knowledge.
- Contribute to, develop and build strong networks of institutional and other partners.
- Identify, process and analyse relevant information from multiple sources.
- Monitor the outputs and impacts of EHMA policy initiatives.

Communications competencies

- Management of social media.
- Effective use of Newsletter clients (e.g. Mailchimp).
- Develop compelling policy content and engagement techniques.
- Plan comprehensive communication campaigns.
- Excellent writing skills and ability to complete technical reports, policy briefings, speeches, summaries, meeting notes, etc.
- Have a critical eye in terms of quality, accuracy and meticulous attention to detail.
- Understand and engage with EHMA external activities to identify and exploit potential policy opportunities.

Financial competencies

- Contributes to the preparation of proposals for funding from external sources.
- Source and recommend suppliers for policy activities (such as consultants and evaluators) in line with budget and commissioning contracts.
- Work within project budgets.

Leadership competencies

- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders.
- Use individual, team and organisational learning opportunities for personal and professional development.
- Contribution to the creation of project plans and ensure milestones and deliverables are met in a timely manner.
- Contribute to the development of workplans and budgets.
- Participate in the measuring, reporting and continuous improvement of organizational performance.

Partnership Dimensions

- Work with stakeholders, research partners, institutional, industry and subject matter experts.

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

DESIRABLE CRITERIA

- Knowledge and expertise in EU funding opportunities for health organisations;
- Excellent knowledge of healthcare management;
- Fluency in French, or other European languages.

EHMA values diversity and is committed to transparent and fair recruitment. We offer direct feedback to all applicants. We are looking to recruit the person who best meets the criteria for this role.