



18 December 2024

Job Position

Research Policy and Advocacy Officer

Brussels, Belgium

Context

The Coimbra Group (CG) is a non-profit organisation (Belgian asbl/vzw) formed by about 40 long-established European comprehensive multidisciplinary universities of high international standard. The work carried out by its Brussels-based Office consists of supporting the network's various bodies and member universities, implementing the communication strategy and monitoring and influencing European policy developments in higher education and research. More information is available on our website www.coimbra-group.eu. The association celebrates its 40th anniversary in 2025.

We seek to hire a highly motivated Policy and Advocacy Officer with proven professional experience in the field of higher education, research and innovation to reinforce our Brussels-based office. The selected candidate will join a dedicated international team consisting of 5-6 staff members whose respective tasks are highly intertwined.

The Office works closely with CG member universities, the Executive Board, Rectors' Advisory Group and Working Groups, to fulfil the vision and missions of the association. In its daily activities, the staff also interacts directly with the EU institutions and a range of external partners.

Key responsibilities could include:

Policy and advocacy work on an evolving portfolio of research-oriented priorities - among others: EU R&I framework programmes; Open Science; research security/dual-use research; AI in Science, etc.

- Identify, monitor and assess new policy initiatives and developments, draft legislation and any other relevant policy information at European/global level that could impact CG member universities and proactively share relevant information and expertise within the network (briefing papers, memo, etc);
- Drive CG advocacy on portfolio issues:
 - Respond to EU/international consultations with the support of CG members
 - Take initiative to propose and draft CG position papers, statements;
 - Formulate and promote CG's position towards relevant policy makers and stakeholders, in close collaboration with the Executive Board;



- Consult and liaise inside and outside the network, as required;
 - Collect and prepare data to feed into the policy work (online surveys, meetings, desk research, etc.);
 - Develop and implement advocacy strategies and campaigns with the support of the Executive Board and CG members and when appropriate, in collaboration with relevant partners;
 - Contribute to developing key messages or drafting communication materials;
- Strengthen CG relationships with key actors in the EU institutions (Parliament, Commission, Council) and relevant EU stakeholders;
- Ensure an active participation of the network in the roll-out of the Barcelona Declaration on Open Research Information.
- Harness the potential of CG central strategic initiatives, Working Groups' activities and EU projects where the CG is involved, to feed into the policy work; and
- Participate and represent CG in stakeholder meetings and other events.
- Draft new articles, press releases, social media posts, briefings, reports and other documents;

Contribution to other services provided to CG members

- Monitor and provide support to the work of a few thematic CG Working Groups;
- Prepare, organise, participate in and/or report on internal and external meetings and events;
- Contribute, as required, to implement centrally managed initiatives and projects;
- Write articles for the CG web site, newsletter, social media posts;
- Contribute to providing inputs, support and advice to CG members as appropriate;
- Collaborate effectively with the other staff members to support shared team outcomes; and
- Undertake other relevant duties as appropriate, in line with the priorities of the Coimbra Group.

Profile and skills:

- Master's degree in relevant discipline, or equivalent work experience;
- Minimum 3 years of proven track record in policy analysis and advocacy work at EU and/or international level (e.g. at an EU institution, representation office, stakeholder organisation, or in a consultancy, etc.);
- Previous experience in academia is an asset;
- Thorough understanding of EU institutions, policy-making processes and funding instruments;
- Good knowledge and understanding of higher education, research and innovation issues, notably their European and international dimensions;
- Excellent analytical and reasoning skills;
- Excellent drafting skills (capacity to draft concise effective policy messages, etc);



- Good communication and presentation skills (confidence in engaging with a wide range of stakeholders);
- Fluent spoken and written English - other EU languages is an asset;
- Fully computer literate with advanced knowledge of MS Office 365;
- Qualitative and quantitative analytical skills (desirable);
- Ability to work on multiple tasks;
- Sound organisational skills and ability to prioritise work and to meet deadlines;
- Team player with a flexible, positive attitude towards work;
- Ability and willingness to travel on the European continent occasionally (10%) as required;
- Have the right to live and work in Belgium at the time of application.

Conditions:

- Full-time position (38 hours/week) in Brussels under Belgian contract;
- Workplace in central Brussels with easy transport connections;
- Hybrid work arrangements from Brussels on a voluntary basis;
- Competitive remuneration package in line with experience and skills;
- Multicultural working environment;
- Reports to the Office Director.

The Coimbra Group is an equal opportunity employer and value diversity.

Starting date: ASAP

How to apply:

Please e-mail your application in English (**short CV and motivation letter + 2 references**) to Ms Emmanuelle Gardan, Director, info@coimbra-group.eu, quoting in the subject line: 'CG PAOR position - your name and surname'.