



A Tradition of Innovation

Director of the Coimbra Group Office in Brussels

The Coimbra Group

The Coimbra Group (CG) is an association of long-established European multidisciplinary universities of high international standard. The Coimbra Group is committed to creating special academic and cultural ties in order to promote, for the benefit of its members, internationalisation, academic collaboration, excellence in learning and research, and service to society. It is also the purpose of the CG to influence European education and Research policies and to develop best practice through mutual exchange of experience.

Full information on the CG, its mission and organisational structure can be found at www.coimbra-group.eu

Location: CG Office, Egmontstraat 11, rue d'Egmont, BE-1000 Brussels

The Job

Main purpose and objectives: to lead the CG Office and support the implementation of the aims and objectives of the CG under the direction of the CG Executive Board

Accountabilities and tasks: accountable to the CG Executive Board for the following activities:

- Directing the CG Office and managing staff operations and welfare;
- Supporting the CG Executive Board at all levels, in particular in the development and implementation of CG strategy and policy initiatives;
- Maintaining excellent and high-level contact with the European Commission, European Parliament and other higher education and research stakeholders in Brussels and beyond;
- Providing policy support to the CG Executive Board and seeking information on funding and other opportunities for the benefit of the CG; conceptualising applications for projects and drafting of CG policy documents, contributing to position papers and CG annual reports;
- Monitoring of CG accounts and the monthly provision of financial information to the CG Executive Board (in close cooperation with the CG Treasurer);
- Coordinating the preparation and organisation of CG meetings and events, incl. the regular meetings of the Executive Board and Rectors' Advisory Group and the CG annual conference in cooperation with host university;
- Maintaining excellent and close contacts with CG member universities;
- Facilitating the coordination of the CG Working Groups.

Salary range: monthly gross salary in the [5000€-6500€] range (depending on the candidate's experience) + 13th month + meal vouchers (+/-140€ / month) + a representation bonus (200€ / month) + Group insurance



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Hours of work and work pattern: 5 days per week and occasional weekends, 38h per week

Contract type: Full time post. Initial contract of 3 years, with the possibility of obtaining a permanent contract (subject to satisfactory performance)

Background information:

Current staff of the CG Office: the Director, two Policy Officers and one Secretary providing assistance at the CG Office (incl. finances). All are full-time.

The role of the CG Office is to:

- provide support to the Executive Board on the implementation of decisions taken by the General Assembly;
- implement decisions taken by the Executive Board between General Assemblies;
- support to the Rectors' Advisory Group, the Working Groups, the Administrative & Financial Committee and the member Universities;
- implement the communication strategy of the CG;
- support for the organisation of CG events;
- monitor European Union policy on higher education and research, maintain contact with EU institutions, other networks and stakeholders;
- at the request of the Executive Board, participate in events organised in Brussels by European institutions;
- prepare project proposals, and implement approved projects relevant to the CG and its member Universities;
- manage the day-to-day running of the finances of the CG as established in the annual budget and in the delegation of daily management, under the supervision of the Treasurer and the Administrative & Financial Committee.

Relationships and contacts:

Line Manager: Chair of the CG Executive Board

Line Manager to: the staff in the CG Office

Other internal contacts: members of the constituent universities (from Rectors/Vice-Chancellors to members of the academic and administrative communities)

External contacts: European Institutions in the fields of higher education, research and innovation and other related stakeholders



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The person:

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out the job effectively. They also form the selection criteria on which the decision of who to appoint will be made by the Selection Committee. Please ensure that you demonstrate how you meet the criteria below in your application.

ESSENTIAL:

Qualifications, skills and knowledge:

- Third level qualification
- Fluency in English and in French
- Excellent organisational skills in managing complex events, projects, documents and processes
- Excellent knowledge of the European higher education and research landscape and its main stakeholders
- Excellent knowledge and understanding of current EU institutions and policies and developments in higher education and research areas
- Flexibility to travel, both during the working week and at weekends

Communication and interpersonal skills:

- Excellent communication skills (written and oral)
- Open, inclusive and approachable style of management
- Ability to communicate effectively with people from a wide range of backgrounds

Relevant experience:

- Experience in running an office and managing staff
- Experience in developing strategies and policies related to higher education and research
- Experience in writing of minutes, reports and policy documents
- Experience in handling budgets and providing financial information

DESIRABLE:

- Demonstrable record of accomplishment in an organisation/function
- Skills in determining and developing the strategic vision of an organisation
- Strong network relationships at senior level in higher education or policy areas
- Experience in working at and/or with European higher education and research stakeholders
- Competences in European language(s) other than English and French



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Selection process:

Candidates must send their complete CV, motivation letter and full contact information of two reference people, to job@coimbra-group.eu

Application deadline: 30 June 2019

Request for further information can be sent to EBChair@coimbra-group.eu

Selected candidates will be contacted and interviewed by a Selection Committee during the second half of the month of July 2019.

All candidates will be informed about the outcome of their application.

Contract start: 1 December 2019