



4EU+ European University Alliance, Secretariat General Brussels, Belgium

Open Position: Senior Policy officer / Senior manager (full time)

Background

About 4EU+

Established in 2018, 4EU+ is a European University Alliance with the objective of developing long-term structural and strategic cooperation among the 4EU+ universities in education, research and innovation and engagement with society. The 4EU+ Alliance is currently constituted by eight public, comprehensive and research-intensive leading universities, namely: Charles University (CU); Heidelberg University (UHD); Sorbonne University (SU); University of Assas Panthéon; University of Copenhagen (UCPH); University of Geneva (UNIGE), University of Milan (UNIMI); and the University of Warsaw (UW).

In April 2021, 4EU+ founded an association under German law with its seat currently located in Heidelberg.

4EU+ was one of the first 17 alliances selected under the European University Initiative, funded by the Erasmus+ programme.

A first Erasmus+ project was implemented in the period from 2019-2022. In 2022, the 4EU+ was successfully awarded a second project; 1CORE, that is actively contributing to the development of a new comprehensive framework for enhancing European cooperation in higher education. In parallel, from 2021 to 2023, a H2020-SWafS project, TRAIN4EU+, was successfully implemented.

This position will suit pro-active and versatile professionals with strong prior experiences in the European higher education sector, who are driven by multi-faceted activities and fast-paced international work environments.

Location: Brussels

4EU+ European University Alliance intends to install a branch office in Brussels in 2024 and its seat in Brussels in 2025.

Application documents and process

If you are interested in joining the 4EU+ team, please send to secretariat@4euplus.eu

- 1. an expression of interest by 18 March 2024**(simply stating that you are interested in the position and that you intend to send your application by 2 April)
- 2. the following application documents by 2 April 2024.**
 - Up to date CV not longer than 2 pages, reflecting your experience
 - Application letter, explaining your strengths as a candidate and specifically outlining your motivations for the position

Tasks & Responsibilities:

Under the supervision and delegation of the General Secretary, the Senior Manager will contribute to the realisation of the strategical work plan of 4EU+ and the General Secretariat by supporting the preparation, implementation and evaluation of the Alliance's projects and initiatives, as well as assisting the General Secretary in the execution of his/her daily tasks.

The Policy Officer will, in coordination with the Secretary general, focus in positioning the Alliance in the European HE landscape, from a political, strategical and operational point of view.

Overall tasks from May/June 2024 onwards:

- contribute to shaping and implementing the strategy, activities and work plan of 4EU+ and the General Secretariat;
- monitor the European agenda and policies on higher education and R&I, and identify relevant issues for 4EU+;
- contribute to 4EU+ collaboration with EU institutional bodies, HE and R&I European stakeholders and with the other European University Alliances;
- contribute to the development of new 4EU+ project proposals and existing projects.
- coordinate with the 4EU+ Grant support service on R&I policies related activities;
- support the coordination of or participation to meetings (internal or external to the Alliance) by preparing presentations, briefings or providing relevant data facilitating decision-making processes;
- contribute to the production of reports, policy and position papers, and benchmark analyses;
- support the development of a stakeholder engagement strategy, ensuring objectives are clearly defined before consultation, involving all the relevant actors, and managing feedback;
- contribute to the development, in coordination with the 4EU+ Associated Partners and Advisory Board, of activities promoting innovation and linking academia and business;
- contribute to development and promotion of the 4EU+ vision, strategy, and positioning;
- contribute to the overall monitoring of 4EU+ Alliance Association activities.

Specific task from May 2024 to March 2025:

- responsible for the deployment of the 4EU+ Office in Brussels, to be open mid-2024, in anticipation of the association's move to new headquarters in 2025.
- Management and supervision of the necessary administrative and technical steps to deploy the new Office in coordination with the Secretary General
- Coordination and supervision of the local Brussels Team in alignment with the Secretary General

Skills, abilities and experience needed:

- University Degree (minimum Master) in Economics, Social sciences, Political sciences or a related field. A PhD is an asset.
- advanced understanding and knowledge of European policies and the functioning of EU institutions, with a focus on higher education and R&I related strategies, policies and funding programmes.
- Acquaintance with the funding and reporting schemes of the European Commission.
- Knowledge of and/or experience in engaging with EU higher education and R&I stakeholders (networks, partnerships, Alliances).

- Knowledge of the higher education/R&I systems in the seven 4EU+ countries.
- Insights into the existing Alliance structure and projects (both in education and research).
- Experience in project management, particularly in the education and research fields.
- Experience in institutional communication.
- Experience in enhancing partnerships with public and private institutions at the regional, national and international levels.
- Ability to develop and manage collaborative working relationships with a wide range of stakeholders in a proactive manner.
- Ability to manage multiple projects and activities simultaneously and work with tight deadlines
- Demonstrated ability to efficiently manage and share information and knowledge.
- Strong analytical skills; critical thinking and problem-solving skills.
- Excellent written and communication skills; proven experience in writing reports and policy documents.
- Excellent interpersonal skills; awareness of cultural differences and preferences, as well as ability to navigate these.
- Readiness for occasional travel within Europe, as required
- Proficiency in English in reading, writing and speaking. Knowledge of additional languages of the 4EU+ countries would be an asset.

We offer:

- Full time employment contract for an initial period of two years with a competitive salary that will be commensurate with position-related knowledge, experience and skills.
- Work in a transnational strategic association of eight research-intensive universities in Europe with the aim to create a new quality of cooperation between the universities across spectrum of their activities.

4EU+ stands for equal opportunities and diversity. Disabled persons will be given priority in the event of equal suitability.