

Job Advertisement

Working for the Academia Europaea in the Scientific Advice Mechanism to the European Commission

The Academia Europaea (AE) is seeking a half-time (50%) Scientific Policy Officer (SPO) for the EU-funded project SAPEA (Science Advice for Policy by European Academies). This project is part of the Scientific Advice Mechanism (SAM) to the European Commission.

Starting date: 1 January 2025

Duration: 4 years and 4 months

The current SAPEA project will end on December 31, 2024. The European Commission issued a call for identified beneficiaries for the next project phase of SAPEA (see link below), starting on January 1, 2025. The contract signature is planned for November 2024. A project duration of 4 years and 4 months is planned.

Contract, salary and location:

The SPO will be employed by the Academia Europea e.V., Theresienstr. 41, 80333 München and works on the premises of the Ludwig-Maximilians-Universität. Remote work is allowed. The employment contract and remuneration are in line with the TVöD Bund (Collective Agreement for the Public Service of the Federal Government), with the salary level set at E13. Depending on your experience, the gross salary for a 100% position may range between €4.629 - €6.635. More information can be found here: https://www.jobs-beim-staat.de/tarif/tvoed-bund_e13. Travel within the EU is expected.

About the Academia Europaea:

The Academia Europaea is a European, non-governmental association acting as an Academy. Our members are scientists and scholars who collectively aim to promote learning, education and research. Founded in 1988, with more than 5500 members including 87 Nobel laureates. Members of Academia Europaea are frontier researchers, covering all scientific and scholarly disciplines and all European countries.

The headquarters of the AE is in Munich. AE runs Regional Knowledge Hubs in Barcelona, Bergen, Budapest, Cardiff, Tbilisi and Wrocław. With respect to SAPEA, the Academia relies on the support of its Knowledge Hub hosted by Cardiff University including the provision of literature reviews. For more information, visit <https://www.ae-info.org/>.

About the SAPEA project:

The EU-funded project SAPEA is a consortium comprising six European Academy Networks: Academia Europaea, ALLEA, Euro-CASE, EASAC, FEAM and YASAS. These networks bring together more than 120 academies from over 40 countries across Europe. Together with the Group of Chief Scientific Advisors and the SAM secretariat in the European Commission, SAPEA forms part of the Scientific Advice Mechanism (SAM), which provides independent scientific evidence and policy recommendations to the European institutions by request of the College of Commissioners. SAPEA assembles interdisciplinary working groups of scientific experts, mostly members of the 120 academies, to produce Evidence Review Reports or other scientific inputs for the Advisors. These reports are supported by systematic literature reviews provided by Cardiff University.

Tasks and responsibilities:

The AE SPO supports and is accountable to the President and to the board of the Academia Europaea; the Executive Director of the Academia Europaea is the line manager.



Academia Europaea

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VAT number 143/210/03525
Amtsgericht Muenchen (Registration
Number): VR 210134

The SPO acts as the organisational lead (or co-lead) on behalf of the SAPEA Consortium for preparing Evidence Review Reports on specific topics whenever the Academia Europaea leads or is involved. The SPO undertakes all activities to organise and manage the process and maintains effective working relationships across and between the Networks. The SPO supports the AE-led work package on strategic development of SAPEA which includes a consultation process with strategic stakeholders. The report will be published in 2028.

The successful applicant joins a team of further SPOs working in SAPEA, each employed by one of the Academy Networks. He/she works closely with the AE SPO employed by Cardiff University, the Manager of the SAPEA project, the SAPEA Coordinator, and the communications team.

Supporting the Academia Europaea with respect to the SAPEA project includes the following tasks:

- Preparing draft project outlines for scientific topics, including work and budget plans and proposals for the final outputs (i.e. Evidence Review Reports).
- Organising meetings of working groups of academy Fellows and external experts (virtual, hybrid or in-person).
- Possibly acting as a scientific writer.
- Supporting the AE-led work package Strategic Development of the SAPEA project, including supporting the working group of current and former SAPEA board members, and supporting to draft the report based on the feedback of stakeholders.
- Working in cooperation with the Group of Chief Scientific Advisors, the SAM Secretariat, and other representatives of the European Commission.
- Maintaining ties and organising meetings with stakeholders in the science for policy advice ecosystem.
- Contributing to the technical and financial reports of the SAPEA project.
- Undertaking communications activities in cooperation with the SAPEA communications team and SAM Secretariat.

Profile, skills, knowledge, experience and qualifications:

- A minimum of a Master's Degree is required; a PhD in any field is an asset.
- Experience in the field of science-based policy advice.
- Good knowledge of the science-policy interface at the European level.
- Experience of working in an EU-funded project is an asset.
- Excellent organisational and management skills, including for evidence gathering processes.
- Excellent oral and written proficiency in English.
- Clear and confident communication skills to various target audiences.
- High interpersonal skills, with experience in building and maintaining strong working relationships with a range of internal and external stakeholders across Europe.

We offer in line with the TVÖD:

- Betriebliche Altersvorsorge (pension scheme)
- Additional annual payment
- Possibility of part-time work (in various models)
- Remote work options
- 30 days of annual leave plus additional days off on December 24 and 31
- Flexible working hours

Application Process:

Interested candidates are required to send their CV and a motivation letter to the Academia Europaea headquarters by November 15, 2024: ae-munich-hub@min.uni-muenchen.de

For any further questions, please contact acting Executive Director of the Academia Europaea Friederike Brandthaus F.Brandthaus@lmu.de, if needed.

Candidates will be informed of the Selection Committee's decision mid-November. Interviews for shortlisted candidates will take place in Munich late November. Reasonable travel expenses will be reimbursed. The Academia Europaea and SAPEA encourage suitably-qualified (gender) minority group candidates to apply.

For further information, you may refer to:

<https://scientificadvice.eu/about-us/sapea/academies-and-networks/>

<http://ec.europa.eu/research/sam/index.cfm>

<https://cordis.europa.eu/project/id/101070776>

Call: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/wp-call/2023-2024/wp-horizontal-expenditure_horizon-euratom-2023-2024_en.pdf, page 14