

The European Patients' Forum (EPF) is recruiting a
Policy Officer – Digital Health
Full-time (100%) position
CDI
Deadline: 8 April 2022
To start as soon as possible

Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels

BACKGROUND

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 75 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see www.eu-patient.eu

PURPOSE OF THE ROLE

The Policy Officer contributes to the development and implementation of EPF's policy and advocacy work in line with the EPF Strategic Plan, including provision of timely policy intelligence, formulation of positions in consultation with the membership, and strengthening EPF's role as the key interlocutor with the EU Institutions. The Policy Officer is responsible for leading on specific policy files as assigned to her/him, in line with EPF's Annual Work Plans.

KEY RESPONSIBILITIES

The Policy Officer contributes to implementation of EPF's policy and advocacy work in line with the EPF Strategic Plan and Annual Work Plans, including provision of timely policy intelligence, formulation of positions in consultation with the membership, and strengthening EPF's role as the key interlocutor with the EU institutions and stakeholders.

The Policy Officer is specifically responsible for leading EPF's advocacy activities on digital health files, including relevant EU legislation, collaboration with stakeholders, and EU-funded projects on digital health.

Policy intelligence and advocacy

- Proactively monitor and analyse the policy environment, providing timely and relevant policy intelligence to policy team colleagues, leadership and other relevant colleagues
- Develop and implement effective advocacy strategies and campaigns in collaboration with the Policy Team colleagues and the Communications, Membership & Capacity-Building, and Projects teams
- Develop EPF position statements and briefings in consultation with the membership, and carry out background research as needed to ensure evidence-based advocacy
- Carry out advocacy activities towards relevant European Union institutions and stakeholders to ensure the integration of the patient perspective in EU policies and initiatives
- Oversee budgets in relevant areas of work/specific projects under direct responsibility

Coordination of EPF's work on digital health

- Monitor relevant policy and legislation dossiers and proactively identify opportunities for advocacy, including the European Health Data Space, data sharing and protection, electronic health records, Big Data and artificial intelligence
- Represent EPF's digital health-related work and achievements at working meetings, stakeholder platforms, and external events where appropriate
- Provide content on digital health issues for EPF's communications channels, in collaboration with the Communications team
- Support the EPF Director of Policy and Board members in preparation for external meetings by preparing background intelligence, advising on key messages, and preparing speaker briefings and presentations
- Coordinate EPF' internal Working Group on Digital Health
- Contribute as required to EPF's work on EU-funded digital health-related projects, with focus on policy.

In addition, the Policy Officer may be asked to support other work of the EPF Secretariat as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A university degree or equivalent education and experience in political sciences, public health, European affairs, or other relevant field
- At least 3 years' experience of policy or advocacy work at European level
- Knowledge of EU health policy or public health
- Knowledge of the EU Institutions and policy-making procedures.
- Excellent capacity for analysis and proven expertise in writing clear and concise policy briefings and recommendations
- Native-level written and spoken English

Desirable

- Highly desirable: knowledge of digital health policies and issues
- Experience of working in a non-profit, non-governmental organisation
- Experience of working in EU-funded projects
- Working knowledge of other EU languages in addition to English

Special conditions

- Willingness to travel occasionally and to work unsociable hours with reasonable notice

PERSONAL QUALITIES AND ATTRIBUTES

- Capacity to work independently and as part of a multicultural team
- Capacity to manage a complex workload, to plan and prioritise effectively
- Understanding the importance of working within a remit and being accountable to elected officials and the wider membership
- Ability to be politically impartial in the application of duties
- Ability to implement EPF's core values in all work

KEY INTERFACES

Internal

- Executive Director
- Director of Policy
- Policy team,
- Communications team
- Membership & Capacity-building team
- Projects team

External:

- EPF member organisations
- EPF Board
- External health policy stakeholders, including health NGOs and policy-makers
- Members of the European Parliament and their assistants
- European Commission officials

WE OFFER

- A friendly, dynamic, and multi-cultural team and international working environment

- An opportunity to gain hands-on experience on EU health policy and advocacy work working for a highly respected organisation
- A competitive monthly salary according to the candidate's experience, coupled with various benefits:
 - Lunch vouchers (8 euros/day)
 - Annual bonus
 - Health care (hospitalisation and ambulatory care and pension insurance).
 - Working from home allowance
 - Additional holiday
 - Transportation offered in line with our internal policy
- The opportunity to amplify the voice and enhance the perspective of patients in Europe

HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: recruitment@eu-patient.eu (Subject line: **"Application for the position of Policy Officer – Digital health – (Your Full Name)"**).

The deadline for applications is **8 April 2022 23:59**.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.