

# Policy Adviser

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The European Patients' Forum (EPF) is recruiting a

**Policy Adviser**  
(6-month maternity cover)

Starting date: mid-May 2019

Deadline for applications: 31 March 2019

Full-time (100%) position

Location: EPF Office, 180 Chaussée d'Etterbeek, 1040 Brussels

Gross salary, pro-rated, between 2788 and 2958 EUR per month, depending on experience, plus a competitive benefits package

## Background Information

The European Patients' Forum (EPF) was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 70+ members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

More information: [www.eu-patient.eu](http://www.eu-patient.eu)

## Job Description

**Job title:** Policy Adviser (maternity cover)

**Starting date:** Mid-May 2019

**Reports to:** Director of Policy

**Location:** 180 Chaussée d'Etterbeek, 1040, Brussels

### Purpose of the role

To contribute towards and to shape the development of EPF's policy and advocacy work in line with the EPF strategic plan and our role as the key interlocutor on cross cutting policy issues with the EU Institutions. This will be a 6-month maternity cover.

### Tasks and responsibilities

The post holder will be responsible for developing policy positions and statements as and when needed in areas related to EPF strategic goals and thematic priorities. The post holder will be responsible for general policy input and specifically responsible the following files: access to healthcare, the sustainable development agenda, non-discrimination, employment, social inclusion, medical devices and clinical nutrition.

- Monitor and provide policy intelligence on EU developments and activities with relevance for patients, and make strategic recommendations
- Carry out background research for EPF policy briefs, position statement and surveys
- Draft position statements in consultation with the members
- Respond to policy-related information requests from members, decision-makers and other external stakeholders, in liaison with other team members as needed
- Present EPF's positions, work and achievements at external meetings
- Participate in external meetings and report back to relevant colleagues

Provide policy input and support for internal and external events as needed

- Contribute to developing policy content for EPF's own events
- Support colleagues with policy content for external meetings (e.g. preparing speeches, briefings, and PowerPoint presentations)

Function as a primary contact point for EU decision makers and stakeholders on policy

- Liaise closely with other members of the Policy team – Director of Policy and Policy Officer on EU developments and activities with relevance for patients
- Carry out advocacy work vis-a-vis the Institutions and stakeholders on EPF's key issues
- Develop a strategy to build sustainable relationships with the Council, the European Parliament and the European Commission outside DG SANTE, in collaboration with Policy

team colleagues and EPF's Communications Manager to ensure maximum impact of our policy work

- Engage with the new European Parliament and appointment of the new European Commission processes in liaison with EPF Policy team colleagues and per a pre-defined strategy
- Support alliance-building with other organisations on key policy topics

Work closely with the EPF Communications team to ensure maximum impact of our policy work

- Contribute to dissemination of information on relevant policy activities and dossiers through drafting articles and material for EPF's internal and external communication channels (EPF Newsletter, weekly "Insiders" and social media)
- Participate in the development and implementation of EPF's policy campaigns in particular in the follow-up of EPF's EU Elections Campaign

Ensure policy input in projects and project development in close collaboration with the project team, and in particular with the Senior Project Manager

- Provide policy input to the CHRODIS Plus Joint Action, in particular to the work package on employment and chronic diseases

Contribute to capacity-building of members on relevant policy topics in close collaboration with the Membership and Capacity-building Manager

- Maintain and nurture good and regular communication with EPF members

Financial management

- Manage and oversee the universal access to healthcare and nutrition budgets

Other

- Participate in the development and organisation of the EPF Congress and Congress programme in particular
- Manage the EPF Working Group on Universal Access to Healthcare and the promotion and implementation of the EPF Roadmap towards achieving Universal Health Coverage for all by 2030 in the context of the 2030 Sustainable Development Agenda
- Participate in activities led by SDG Watch Europe
- Contribute to activities of the Patient Access Partnership as needed, in liaison with the PACT Coordinator
- Monitoring and supporting the implementation of EU legislation on medical devices and in vitro diagnostics, the patient perspective and patient involvement
- Support EPF's clinical nutrition related activities
- Co-facilitate the Patient-Medtech Dialogue and workshop in liaison with MedTech Europe
- Co-facilitate the EPF-Medicines for Europe Dialogue with Medicines for Europe

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

## KEY INTERFACES

### Internal:

- Director of Policy
- Policy Officer
- Executive Director
- Communications Manager and Communications Officer
- Senior Project Manager and Project Officer
- Membership and Capacity Building Manager
- EPF Secretariat
- EPF Board
- EPF Member organisations

EPF Secretariat: 17

### External:

- Policy makers, European Commission
- Members of the European Parliament and their assistants
- EU Member States' Permanent Representations
- SDG Watch Europe
- Health, social and sustainable development civil society organisations
- Organisations representing populations vulnerable to social exclusion
- European Nutrition Health Alliance

## Profile specification

### Required qualifications and experience

- A university degree or equivalent education and experience in political sciences, public health or another related/relevant field;
- 5 years' experience in policy/advocacy work at European and/or national level;
- Experience of working in the NGO sector;
- Knowledge of the EU Institutions and policy procedures;
- Knowledge of health policy in general and in particular EU health policy and areas of responsibility: access to healthcare, the sustainable development agenda non-discrimination, employment, the European pillar of social rights, social inclusion, medical devices and clinical nutrition;
- Capacity to undertake policy analysis and to develop recommendations based on it;
- Excellent English (written and verbal);
- Proven experience in writing reports and briefing documents;
- Excellent communication and presentation skills;
- Computer literacy.

### Required qualities and attributes

- Capacity to work independently with minimal supervision;

- Capacity to manage a complex workload, to plan and prioritise effectively;
- Capacity to work within a small, busy and multicultural team;
- Understanding the importance of working within a remit and being accountable to elected officials and the wider membership;
- Ability to implement EPF's core values in your work.

#### **Desirable**

- Knowledge of human and/or patients' rights;
- Understanding and awareness of (health) research.
- Working knowledge of other EU languages.

#### **Special conditions:**

- Willingness to travel and to work unsociable hours with reasonable notice
- Ability to be politically impartial in the application of duties.

#### **We offer**

- A 6-month, full-time (100%) position;
- A pro-rated monthly gross salary of 2788 and 2958 EUR per month depending on experience, coupled with various benefits (lunch vouchers (8 euros/day), transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance.

#### **To apply**

Interested? Please submit, only via email (subject: "Application for the position of Policy Adviser – Maternity Cover"), a cover letter and a CV in English, as well as two references to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) **by 31 March 2019** at the latest.

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.