

The European Patients' Forum (EPF) is recruiting a

HEAD OF POLICY

Full-time (100%) position

CDI

Deadline: 22 January 2023

To start as soon as possible

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

1. BACKGROUND

The European Patients' Forum (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.

As one of the most prominent civil society organisations active in health policy at European level, 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 77 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.

2. DESCRIPTION OF THE ROLE

The ideal candidate will be an experienced policy analyst and effective advocate, an excellent communicator who will develop EPF's policy and advocacy work in line with its vision and mission towards achieving the goals set out in the Strategic Plan. The head of policy will lead a talented and motivated policy team, work across teams to ensure synergies and impact, and contribute to the organisation's effective management and strategic planning as member of the Senior Management Team. The position requires in-depth understanding of a broad range of healthcare issues, patient advocacy, European legislative processes and politics, and senior level capacity for analysis, communication, project management, political acumen and interpersonal skills.

3. KEY AREAS OF RESPONSIBILITY

POLICY AND ADVOCACY LEAD

- Strategic development and implementation of EPF's policy and advocacy work in line with the Strategic Plan and Annual Work Plans to achieve EPF's Strategic Goals; identifying priorities, leading the development of annual work plans and contributing to the development of multi-annual strategic planning; leading the development and implementation of specific advocacy strategies and campaigns
- Providing policy intelligence and analysis at high level and strategic recommendations to the Executive Director and Board through proactive monitoring and analysis of the policy environment, including identifying threats and opportunities for EPF as an organisation
- Leading the policy team in developing effective advocacy strategies and campaigns targeting relevant EU institutions and stakeholders to ensure the integration of the patient perspective in EU-level policies and initiatives, while ensuring teamwork and synergies with communications, membership and capacity-building, and projects work
- Leading on developing effective and inclusive membership consultation processes and engagement mechanisms in collaboration with the membership and capacity-building team
- Working closely with the EPF communications team to ensure flow of information, timely and effective communication for strong policy impact, and rapid reactions to external developments
- Supporting the Executive Director and Board with preparation for external meetings by preparing background intelligence and briefing on key messages

KEY RELATIONSHIP MANAGEMENT

- Developing effective strategies to build and maintain positive relationships with the EU institutions, international organisations EPF works with, and key stakeholders in the health policy community to achieve maximum impact of EPF's advocacy work
- Representing EPF at senior level in external meetings and conferences, and contributing to relevant EU working groups and multi-stakeholder networks

ORGANISATION MANAGEMENT

- Contributing as Senior Management Team member to the overall effectiveness of the organisation's functioning by proactively managing teamwork, work and resource planning, budgeting, and other organisational matters under the leadership of the Executive Director

- Contributing to EPF's project development by identifying and exploring opportunities in close collaboration with the projects team, and leading on specific aspects of grant applications where policy analysis and input is needed, lead or co-lead specific project work where appropriate

In addition, the Head of Policy may be asked to support other work as assigned by the Executive Director.

4. KEY INTERFACES

Direct reports: currently a team of three, including policy officers and policy assistants, with a staff count growth perspective.

Internal interfaces: Senior Management Team (ED, Director of Programmes, Director of Operations, head of Membership & Governance, and Head of Comms), policy and projects team.

External interfaces: EPF Board, member organisations, members of the European Parliament, European Commission officials, other European and international institutions, stakeholders (e.g., patient organisations, health NGOs, healthcare professions, academia, industry)

5. KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Essential requirements

- A Master's Level university degree in political sciences, European studies, public health, or another relevant field
- At least 7 years' experience of leading policy or advocacy work at European level with demonstrable in-depth knowledge of EU health policy, in particular the legislative and regulatory environment on pharmaceuticals and medical devices
- Experience in developing and running advocacy campaigns, people management, and budget/project management
- Strong sense of ethics, advocacy instinct, impact-driven approach, collegiality, and understanding of the complex environment and challenges in which the organisation functions
- Experience and strong network in EU health policy (institutions, NGOs, industry)
- Excellent communication and presentation skills, including public speaking
- Native-level written and spoken English, other EU languages are an asset
- Commitment to EPF's core values in all work

Desirable

- Knowledge of health systems and/or patient advocacy at national level
- Knowledge and experience of public affairs
- Experience of working in a non-profit, non-governmental organisation
- Experience of working with the relevant EU Agencies (EMA and ECDC)
- Experience of managing European Union-funded projects
- Working knowledge of other EU languages in addition to English

Special conditions

- Willingness to travel regularly and to work unsociable hours with reasonable notice.

6. WE OFFER

- An open-ended contract, full time in a senior management position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- An opportunity to lead on representing the patient voice and conduct high-level advocacy work working for a highly respected organisation;
- A competitive monthly salary depending on your experience and knowledge, coupled with various benefits:
 - o lunch vouchers
 - o transportation offered in line with our internal policy
 - o health care (hospitalisation and ambulatory care)
 - o pension insurance
 - o additional holiday
 - o flexible working conditions
 - o working from home allowance
 - o end of year bonus.

7. HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English, and **two** references, to: recruitment@eu-patient.eu (**Subject line: "Application for the position of Head of Policy – [name]"**)

The deadline for applications is **22 January 2023 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.