

The European Patients' Forum (EPF) is recruiting a

## **POLICY OFFICER**

Full-time (100%) position

Starting date: as soon as possible

Application deadline: 26 Jan 2020

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

## **BACKGROUND**

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 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level, and. EPF reflects the collective voice of the estimated 150 million patients living with 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 related care. EPF's strategic goals focus on areas such as health literacy, patient-centred healthcare design and delivery, meaningful patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

For more information see [www.eu-patient.eu](http://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 consultation of the membership and strengthening our role as the key interlocutor on cross-cutting policy issues with the EU Institutions. The policy officer will be specifically responsible for EPF's advocacy activities towards the European Parliament as well as other EU stakeholders.

## KEY AREAS OF RESPONSIBILITY

- Provide timely policy intelligence on policy developments, especially related to the EU institutions;
- Plan and carry out advocacy activities vis-à-vis the European Parliament
- Carry out other advocacy activities, including with relevant European Commission directorates-general, the Council and stakeholders on various policy topics including digitalisation in health, data protection and use of patients' health data.
- Represent EPF at relevant external events and meetings
- Carry out background research for EPF's policy briefs and position statements;
- Co-ordinate EPF's consultation process with the membership to ensure our positions capture the patient community's views, in close liaison with the membership and communications teams;
- Provide policy input to projects and project development in relevant areas, in liaison with the projects team;
- Draft police-related content for EPF's communication channels in close liaison with the communications team;
- Support the policy team and Board Members on preparation for external meetings by preparing speaking notes and PowerPoint presentations as required.

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

## KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- A Bachelor's degree in European Affairs or other relevant field
- 5 years' experience of policy or advocacy work at European level
- Knowledge of the EU Institutions and policy-making procedures
- Experience of working with the European Parliament
- Excellent capacity for policy analysis and writing clear and concise policy briefings and recommendations
- Native level written and spoken English
- Excellent communication and presentation skills
- Advanced computer literacy

### Desirable

- Knowledge of health policy, in particular EU health policy
- Knowledge of digitalisation in health, health data, and related policies
- Experience of working in a non-profit, non-governmental organisation

- Experience of working with patients
- Working knowledge of other EU languages in addition to English

## PERSONAL QUALITIES AND ATTRIBUTES

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

### Special conditions

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

## DIMENSIONS

- EPF Team: 20
- Direct reports: none

## KEY INTERFACES

### Internal:

- Director of Policy
- Senior Policy Adviser
- Communications team
- Membership and capacity-building team
- Projects team

### External:

- EPF Board
- EPF member organisations
- Members of the European Parliament and their assistants
- Policy makers, European Commission

## WE OFFER

- An opportunity to work in a friendly, dynamic and multi-cultural team, in an international environment;
- A competitive salary depending on experience, coupled with various benefits (lunch vouchers (8 euros/day), annual bonus, 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 Officer”**), a cover letter and a CV in English, as well as two references to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu).

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.