



Job description

Job title	Research and Policy Officer				
Job code	RPOEG2010	Date	June 2010	Version	V1.0
Reporting to	European Representation Manager				

Purpose of job

To provide support to the European Representation Manager and the Executive Director by tracking and researching the European economic, social and technological environment to gain an understanding of threats and opportunities for EuroGeographics and its members.

Main Activities

- Using the Dods tracking and monitoring service and other websites to track, research and evaluate the European Legislative environment, identifying relevant opportunities and risks for EuroGeographics and its members.
- Keeping the tracking fact sheets on the EuroGeographics website up to date with relevant topical information.
- Managing the logistics and playing an active role, including taking the minutes, in the EuroGeographics Policy Knowledge Network meetings.
- Providing policy briefings, compiling reports and drafting consultation responses for the European Representation Manager and Executive Director.
- Supporting the European Representation Manager and Executive Director in active Engagement with the European Commission, members of the European Parliament and with other relevant stakeholders, in line with EuroGeographics European Engagement and Public Affairs Strategy.
- Providing executive support for the European Representation Manager and Executive Director, creating presentations, writing papers and supporting them as required in meetings.

Knowledge and skills

- A degree in Politics, European Policy, International Affairs or related degree
- Work experience ideally within the field of European or Public Affairs
- Knowledge of European organisations
- Basic knowledge of Public Affairs theory and techniques including the European legislative process
- The ability to research and analyse complex information and documents in order to determine relevance and appropriate prioritised action
- The ability to network and build effective relationships with a variety of stakeholders at differing levels of seniority
- Good interpersonal and communication skills, fluent in oral and written English; a second European Language would be an advantage
- Ability to manage time
- The ability to adapt to changing priorities and the willingness to adopt a flexible approach

Behaviours and Competencies

- Personal drive and self motivation
- Passion and interest in subject with a positive attitude
- Analytical thinker
- Ability to take the initiative and work independently
- Helpful, co-operative style with the ability to take a collaborative approach
- Team player
- Organisational commitment

Contacts and communications

What are typical regular contacts/communications of this post?

- EuroGeographics CEO
- EuroGeographics Head Office Team
- EuroGeographics Management Board and President
- EuroGeographics Members
- MEP's and other Politicians
- European Commission Officials

Budgetary responsibility

No

Leadership and team-working

Does this post have any formal or informal staff management responsibility?

No

Content agreed:

Line manager

Name

Date

Job holder

Name

Date

Director

Name

Date