

# Position Announcement

# Executive Director

## European Marine Board

The European Marine Board (EMB) invites applications for the position of Executive Director. This is an exciting opportunity to lead a dynamic, professional Secretariat to promote and advance marine science on behalf of the EMB membership of institutions from across Europe. We are seeking an innovative and collaborative leader to oversee the EMB work programme and to bring new ideas for optimising the success and impact of EMB as a leading provider of high-quality marine science policy advice to the European institutions, national governments and funding agencies. The successful candidate will have a strong track record of leadership and achievement in marine research; research management; the management of people and resources; and science writing and communication.



The EMB Executive Director is Head of the EMB Secretariat based at the InnovOcean campus in the port of Ostend, Belgium. InnovOcean also houses the Flanders Marine Institute (VLIZ) and a number of regional and international marine organizations including the International Oceanographic Data Exchange office of IOC-UNESCO and the Secretariat of the European Marine Observation and Data Network (EMODnet). Staff working at InnovOcean generally live within a commuting radius which includes Ostend itself, several coastal towns, the heritage city of Bruges and the vibrant university city of Ghent. The post involves regular visits to Brussels and significant international travel.

Applications including a full CV, detailed cover letter and completed Competencies Form ([available to download here](#)) should be sent in electronic format to [recruitment@marineboard.eu](mailto:recruitment@marineboard.eu), by **17.00 CET on Friday 23 June 2017**. Please include the reference **EMB Executive Director 2017** in the subject line of the email. It is envisaged that interviews will be held in Brussels on 10 or 11 July 2017. Further details on how to apply can be found on Page 4 of this brochure.



[www.marineboard.eu](http://www.marineboard.eu)

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# The European Marine Board

**Mission:** The European Marine Board provides a pan-European platform for its member organizations to develop common priorities, to advance marine research, and to bridge the gap between science and policy in order to meet future marine science challenges and opportunities

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The European Marine Board was established in 1995 to facilitate enhanced cooperation between European organizations involved in marine science. Today, EMB represents 33 member organizations (national marine research institutes, research funding bodies, and national networks of third-level institutes) from 19 countries. Through EMB, these organizations work together to develop a common European vision on the research priorities and strategies for marine science.

The EMB provides the essential components for transferring knowledge from the scientific community to decision makers, promoting Europe's leadership in marine research and technology. Adopting a strategic role, the EMB provides a unique forum within which marine research policy advice to national agencies and to the European Institutions is developed, with the objective of promoting the establishment of the European (Marine) Research Area.



In 2016, the EMB established its own independent legal entity as an international non-profit making association under Belgian law (Internationale Vereniging Zonder Winstoogmerk or IVZW) ending its 20-year association with the Strasbourg-based European Science Foundation. The Executive Director will be employed by EMB IVZW.

## The Secretariat

The European Marine Board Secretariat implements the work programme of the EMB on behalf of the EMB membership and Executive Committee. The Secretariat is normally comprised of five staff including the EMB Executive Director, who is Head of the Secretariat, a Senior Science Officer, two Science Officers and a Scientific Administrator. All staff are based at the EMB office in Ostend. Secondment and internship opportunities are also provided to add capacity to the Secretariat.

Since 2007, the Secretariat has been hosted by the Government of Flanders at the InnovOcean campus in the harbour of Ostend, Belgium. The generous support package from the Flemish Government through the Flanders Marine Institute (VLIZ) provides the EMB with extensive office space, meeting rooms and facilities.

## The role of Executive Director

Reporting to the EMB Chair, Executive Committee and Board (General Assembly), the successful candidate will have full management responsibility for the Board's staff, budget and work programme. S/he will oversee the Board's strategic activities working with an extensive network of experts to deliver scientific strategy and foresight, advancing future seas and ocean research. The work will also involve engagement in activities funded by the European Commission via Horizon 2020 projects and other external contracts, and communicating on behalf of the Board with external stakeholders and international partners.

### Specific duties of the position:

- Developing and implementing strategic activities to catalyse and support the research community and EMB Member Organisations through promoting research collaboration in an inter- and multi-disciplinary environment across Europe and beyond;
- Supporting the Chair and Executive Committee in developing and implementing the medium- to long-term strategic priorities for EMB, making recommendations for new strategic and policy directions and actions within an ever-changing marine science and policy landscape;
- Taking responsibility, as the Secretary to the Board and Executive Committee, for reporting EMB progress and outputs to the EMB members and for the mobilisation and motivation of the EMB members to instigate the development of - and actively participate in - new strategic activities;
- Producing high level science-policy publications, both *ab initio* and in association with EMB-nominated experts, supporting the EMB's strategic and policy activities and ensuring the provision, in a timely manner, of advanced quality papers, meeting documents, reports and publications;
- Promoting the EMB and the advancement of European marine science through the development of profiling materials, the EMB website, social media outreach, press releases, attendance at relevant conferences and events, and communicating with the media and external stakeholders, as required;
- Managing the day-to-day operation of the EMB Secretariat, providing leadership for the EMB team within a culture of learning, development and open, two-way communication;
- Ensuring effective budgeting and management of EMB financial resources, instilling a culture of efficiency and value for money, overseeing delivery of accurate periodic financial reporting to the Board and fulfilling legal obligations for statutory reporting to the Belgian authorities;
- Identifying appropriate opportunities to participate in external contracts and preparing high-quality funding applications for externally-funded activities in line with the strategic priorities of EMB;
- Ensuring compliance with external contracts through full and timely reporting, working with external partners, as appropriate;
- Coordinating EMB interactions with the partner organizations at the InnovOcean campus, most notably with the Flanders Marine Institute (VLIZ) which provides core support to EMB under the hosting agreement with the Flemish Government.

## Profile and competencies required

### Specific experience and competencies

- PhD, or equivalent research experience preferably in marine or environmental sciences, with a further 10 years' research/science policy experience in a relevant science area;
- Broad and sound understanding of all the domains of marine science;
- Proven experience of science management, preferably in a European context;
- Proven experience in securing and coordinating external contracts;
- Excellent analytical writing and editorial skills, to publication standard, with proven track record of publications;

- Good working knowledge of European and national research structures and institutions and European and international science and innovation policy;
- Demonstrated experience in the management of programmes and resources at a senior and strategic level;
- Demonstrated people management skills and experience in a performance-based human resources environment;
- Excellent standard of spoken and written English, with a working knowledge of French or another European language being an advantage;
- Good working knowledge of MS Office systems and of electronic databases and websites.

Inter-personal competencies:

- Action-oriented, responsible and autonomous, creative and willing to take initiative, and continuously improvement-minded;
- Strong inter-personal and excellent communication skills within a multi-national and multi-organisational context, including discretion, loyalty, diplomacy and tolerance;
- Assertive with the capability to guide decision-making procedures and to represent the EMB in the European and international landscape;
- Leadership, motivational and staff management and development skills;
- Proven organisational and coordination skills; excellent presentation skills;
- Positive and constructive attitude.



## Employment conditions and application procedure

- This full-time position is offered for an initial contract period of three years with opportunity for extension, subject to satisfactory performance. The successful candidate should be in a position to start before 01 October 2017 (or earlier if possible).
- The place of work is Ostend (Belgium) and the post will require considerable international travel.
- An annual gross salary in the region of €90,000 will be offered; the exact salary amount will be commensurate with the experience and qualifications of the successful candidate and will be confirmed subject to contract. The post-holder will be Belgian tax-resident. EMB employees are offered a comprehensive group insurance and pension plan.
- To apply, send a full CV, a completed Competencies Form ([available to download here](#)) and a detailed covering letter outlining your suitability for the post **by 17.00 CET on 23 June 2017** to [recruitment@marineboard.eu](mailto:recruitment@marineboard.eu), quoting the following reference in the subject line: **EMB Executive Director 2017**. The name and contact details of three referees should be included with your application.
- It is intended that interviews will be held in **Brussels on 10 or 11 July 2017** (to be confirmed).

Further information on the EMB is available at [www.marineboard.eu](http://www.marineboard.eu). Informal enquiries about the position can be made to the outgoing EMB Executive Director, Niall McDonough ([nmcdonough@marineboard.eu](mailto:nmcdonough@marineboard.eu)), or the EMB Chair, Jan Mees ([jan.mees@vliz.be](mailto:jan.mees@vliz.be)).