

Position Announcement

Science Officer

European Marine Board



The European Marine Board (EMB) invites applications for the position of Science Officer. The successful candidate will join 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.

This is an exciting opportunity to work as part of a dynamic, professional Secretariat to promote and advance marine science on behalf of the EMB membership of institutions from across Europe. The post involves regular visits to Brussels and some international travel.

Applications including a full CV, short cover letter and a motivation statement (500 words max.) should be sent in electronic format to the EMB Executive Secretary, Dr. Niall McDonough (nmcdonough@esf.org), **by 17.00 CET on 16 September 2016**. Please include the reference **EMB SO16** in the subject line of the email. Further details on how to apply can be found on Page 4 of this brochure.



www.marineboard.eu

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*

The European Marine Board was established in 1995 to facilitate enhanced cooperation between European organizations involved in marine science. Today, EMB represents 35 member organizations (research funding bodies, research institutes and national networks of third-level institutes) from 18 countries. Through the 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.



Since its establishment the EMB has been hosted by the European Science Foundation, which provided a legal entity to support the operation of the Secretariat, as well as a range of support services. In 2016, the EMB has established its own legal entity, European Marine Board IVZW, and has begun the process of separating from ESF to become an entirely independent organization. The Science Officer 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 Secretary, 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.

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 Flanders provides the EMB with extensive office space and meeting rooms.

The role of Science Officer

Reporting to the EMB Executive Secretary, the successful candidate will provide support to core activities of the Board in 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.



Specific duties of the position:

- Supporting the EMB's strategic foresight and science policy activities and providing, in a timely manner, high-quality papers, minutes and reports;
- Ensuring compliance with external contracts through full and timely reporting, liaising with external partners and drafting proposals for new contracts;
- Taking responsibility for adherence to budgets of specific activities and providing necessary information to support preparation of regular financial reports;
- Representing the EMB at external meetings;
- Contributing to science communication (material for hard copy publication and online dissemination) and outreach of EMB publications and developments;
- Maintaining an up-to-date awareness of relevant scientific and research policy developments;
- Undertaking other specific tasks at the request of the Executive Secretary.



Profile and competences required

Specific experience and competences

- Post-graduate qualification at Master's level or higher with a further 1-2 years research experience in a relevant scientific or science-policy role;
- Excellent standard of spoken and written English and strong editorial skills;
- Ability to draft concise and clear science-based documents to publication standard;
- Basic knowledge of European and national research structures and institutions and the European and international science-policy landscape;
- Good working knowledge of MS Office systems and of relevant online data and information sources.

Inter-personal competences:

- Excellent organizational skills, capacity to deliver on allocated tasks and to meet deadlines;
- Action-orientated and responsible;
- Creative, willing to take initiative and continuously improvement-minded;
- Transparency in working and a team-orientated work ethic;
- Good communication and presentation skills across cultural and scientific boundaries;
- Positive and constructive attitude; able to exercise discretion, diplomacy and tolerance.



Employment Conditions & Application Procedure

- This full-time position is offered for an initial contract period of two years with opportunity for extension, subject to satisfactory performance. The successful candidate should be in a position to start before the end of 2016.
- The place of work is Ostend (Belgium) and the post will require some international travel.
- A competitive salary will be offered commensurate with the experience and qualifications of the successful candidate.
- To apply, send a full CV, covering letter and motivation statement (500 words max.) outlining your suitability for the post **by 16 September 2016** to nmcdonough@esf.org, quoting the following reference in the subject line: EMB SO16. You should include the name and contact details of three referees with your application.
- Interviews will be held in **Brussels** in October 2016. Shortlisted candidates will also be asked to undertake a writing and editing skills test (in English).

Further information on the EMB is available at www.marineboard.eu. Informal enquiries about the position can be made to the EMB Executive Secretary, Niall McDonough (+32 (0)59 340163 | nmcdonough@esf.org).