



Policy Research Officer – Job Briefing

Job Overview

Location: Brussels

Reporting to: Senior Coordinator, Policy Research & EU Projects

Status: Contrat à durée indéterminée (CDI)

Working language: English

Application deadline: 24 November 2024 (noting that interviews may start before that date)

Are you dynamic, organised and ambitious?

Are you interested in Health Policy Research and Implementation?

Do you want to contribute to a critical public health mission for Europe, making a difference for cancer patients and professionals?

Then the European Cancer Organisation (ECO) could be looking for you!

In this full-time role, based in Brussels, you will support the design and implementation of several top-impact policy research and EU-funded projects, with leading contributions to the current pan-European cancer policy and research agenda. Projects' focus areas may include but not be restricted to cancer prevention, screening and workforce issues.

The ability to be proactive, rigorous, adaptable, and dedicated to the needs of the projects and the goals of the team will lay the groundwork for success.

Our working language is English and this position may require occasional international travel. Candidates must already have the right to work in the EU and already be physically based in Brussels.

About the Organisation

European Cancer Organisation (ECO)

The European Cancer Organisation is a not-for-profit federation of 42 member healthcare professional organisations and 21 patient groups working in cancer at the European and international level.



The mission of the European Cancer Organisation is to reduce the burden of cancer, improve outcomes and the quality of care for cancer patients, through multidisciplinary and multiprofessionalism. In this aim, the European Cancer Organisation convenes oncology professionals, patients and other stakeholders to agree policy through a set of targeted Networks and activities, and advocates for positive change in cancer policy at the European level as the united voice of the European cancer community.

In accordance with its strategic objectives, the European Cancer Organisation operates a growing number of research projects with a policy focus. This includes leading data gathering, analysis and visualisation initiatives, such as the [European Cancer Pulse](#) tracking cancer inequalities across Europe and targeted initiatives on such topics as cancer screening policy implementation, cancer workforce issues, social inequalities in cancer prevention and care, and the impact of crises on cancer systems. This data intelligence gets translated into high-impact policy recommendations that can eventually influence and drive policy-making and projects in an evidence-based fashion, to the benefit of cancer professionals and patients across Europe.

What You'll Do

Responsibilities include, but are not limited to:

- Carry out public health policy research projects for the collection of data on several high-stakes themes for cancer policy across Europe, including cancer prevention, screening and workforce;
- Strongly contribute to the continuous development, update and expansion of the [European Cancer Pulse](#);
- Plan and implement public health policy research projects in major cancer policy areas: creation of project plans, design of research methodologies, collaborations with academic experts, stakeholders and relevant authorities, management of meetings with project partners;
- Gather and collect data relevant to the European Cancer Organisation's policy and research activities, EU-funded projects and other ongoing activities through the review of scientific and political literature, the creation and promotion of policy research surveys;
- Analyse collected data and develop scientific reports, political infographics and public policy recommendations on their basis; support its visualisation through existing and new data-based tools for policy;
- Actively participate in the impact and visibility of the policy research projects and their outcomes towards the cancer policy and stakeholder community, in the context of current political opportunities at European and national level;



- Play leading roles in the participation of the European Cancer Organisation in key EU-funded projects of Europe's Beating Cancer Plan and the EU Cancer Mission;
- Support providing the cancer community's perspective into the implementation of complex EU-funded cancer research and policy implementation projects;
- Lead activities in EU-funded projects involving ECO linked to their extension and sustainability, reviewing output documents from projects from a scientific perspective;
- Support engagement with relevant stakeholders for EU projects in which ECO is participating, especially healthcare professionals, patients, caregivers and their representatives;
- Support the response to ongoing relevant EU funding opportunities;
- Other duties and responsibilities assigned by the Chief Executive and/or Senior Coordinator, Policy Research & EU Projects

General Skill Specifications

We are seeking a dedicated Policy Research Officer with a strong commitment to successfully delivering impactful and top-quality policy research projects and policy implementation activities.

We are particularly interested in candidates who can demonstrate research rigour, ambition for policy impact, robust organisational skills and a strong motivation for continuous development of skills and responsibilities, all essential for effectively aiding the progression of project activities. An appetite for constructive feedback and an ability to manage different expert opinions without taking them personally is very relevant for this role.

The successful candidate will possess outstanding interpersonal and communication abilities, as the Policy Research Officer will play a pivotal role in maintaining clear and open lines of communication amongst various team members, experts and stakeholders.

The candidate will also be flexible and adaptable, willing to embrace additional tasks and responsibilities as delegated by the Senior Coordinator for Policy Research and EU Projects and the Chief Executive, as well as positively to the team dynamic.

Beyond assigned tasks, the candidate should crucially demonstrate proactiveness and commitment in supporting and connecting the goals of the organisation and the team,



the needs of the projects and the wider continuous growth and relevance of ECO's policy research activities.

Proficiency in computer and internet use is vital, with demonstrated experience in utilising Microsoft Office tools such as Excel, Outlook, PowerPoint, Teams, and Word. Fluency in written and spoken English is imperative, and proficiency in additional European languages will be considered an advantage.

The Role Requires:

- A keen interest in supporting the advancement of cancer policy and the success of pan-European collaboration in the field;
- Proven proficiency and experience in conducting research and analysing scientific materials, with ability for their wider communication to diverse audiences in lay friendly terms and interest in continuously developing policy- and advocacy-related skills;
- Strong background in the fields of public health, life sciences and/or social sciences is considered a key asset;
- A problem-solving, result-orientated and quality-focused mindset with ability to think critically and work independently;
- An ability to manage complexity from project topics and implementation, establish and maintain relations with high-level stakeholders, and communicate with diverse audiences with adequate language;
- A team-player spirit, with an ability to efficiently handle and prioritise tasks, goals and timelines across multiple projects, follow internal and external workflows with precise deadlines;
- A natural orientation to being self-organised, rigorous and attentive to detail, including in respect to multi-tasking, prioritisation, retro-planning, meeting organisation and follow-up, and record-keeping;
- A comfort with operating in a people-orientated environment, working effectively with experts and volunteers from many scientific fields and nations;
- A “completer-finisher”, who is not afraid to proactively follow-up on pending tasks and pick up the phone to make things happen;
- An aptitude to maintain calm and positive when faced with unforeseen circumstances;
- Being able to maintain a professional and friendly attitude, keeping the reputation of the European Cancer Organisation into consideration at all times;
- Excellent communication and inter-personal skills with effective and efficient writing skills in English (native or near-native level);
- High level of discretion to maintain confidentiality of information.



The role offers the successful candidate

- Satisfaction from the creation and implementation of change-making European wide projects that make tangible improving change to the lives of cancer patients and their families
- Experience in the public health sector, with the delivery of the EU Cancer Mission and Beating Cancer Plan at the top of the EU's agenda
- Opportunity to work closely with top level experts and management
- Experience with varied angles and perspectives of the inter-workings of a net-for-profit organisation
- Opportunity to be able to liaise directly with top-level stakeholders from EU institutions
- Opportunity for strong professional and personal growth in a mentoring office environment

Application

Interested applicants must have the right to work in the EU and be already **physically** based in Brussels. They will have fully completed their studies as the role will be demanding and time consuming.

Please send a **CV** and **cover letter** (maximum 2 pages of A4), together with details of your **current gross salary** and **earliest starting date** (giving details of any required notice period) by email to jobs@europeancancer.org with the subject "Policy Research Officer"

Application deadline:

24 November 2024 noting that interviews will commence, and an offer made as soon as suitable applicants are identified. Therefore, we encourage interested applicants to submit their application as soon as possible.

Although the receipt of each application will be automatically acknowledged, unfortunately we can only follow-up with applicants that reach the first interview stage.

Applicants should be aware that the selection process may require completion of a written assignment in order to assess your abilities in this critical skill.