

POLICY MANAGER

JOB DESCRIPTION

Title:	Policy Manager
Purpose:	Lead high-quality policy and research activities that support effective health management across Europe, engaging with members, stakeholders and decision-makers to inform and influence health management policy at European and national level.
Support:	This post reports to the Director of Policy and Research. This post is actively engaged in the Policy and Research Team and the Project Team.
People management:	Manages one Policy Officer. Liaises with sponsors, granting authorities, project partners, and EHMA members.
Salary:	The basis salary is €3,200 and up to €3,800 gross per month , depending on experience. A benefits package is provided, including meal vouchers of €8 per day worked, up to €50/month for phone reimbursement, public transport reimbursement, complementary pension plan, hospitalisation insurance (including ambulatory and dental care), 13th month, and 5 days of paid extra-legal holidays over the Christmas period.
Terms:	Full time, open-end contract based in Brussels and subject to Belgian law. Formal performance review conducted after six months.
Benefits:	We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed. We also provide flexible working hours and teleworking arrangements.

KEY RESPONSIBILITIES

1. Lead the substantive delivery of a portfolio of EU-funded and privately funded projects, managing policy and research activities, producing high-quality deliverables, maintaining strong relationships with partners and stakeholders, and ensuring that the health management perspective is effectively reflected throughout the work.
2. Monitor and analyse European health policy developments and relevant policy files, assess their implications for health management, develop evidence-based policy positions and recommendations, and identify and pursue opportunities to influence policy and legislation.
3. Conduct policy research, including designing research methodologies and surveys, collecting and analysing quantitative and qualitative data, interpreting findings, and developing evidence-based policy recommendations.
4. Contribute to and represent EHMA across internal and external policy activities, including policy networks, conferences, events, working groups and other meetings, ensuring that the health management perspective informs discussions and that relevant policy intelligence and opportunities are brought into EHMA's work.
5. Develop high-quality and impactful policy outputs and engagement activities, including policy briefs, reports, presentations, campaigns and policy events, adapting content and messaging to different audiences to stimulate discussion, engagement and action.
6. Coordinate EHMA's responses to relevant policy consultations, actively engaging EHMA members and stakeholders to ensure that their perspectives and expertise are reflected in EHMA's responses.
7. Contribute to the development of new funding opportunities and project proposals, providing policy and technical expertise and proactively identifying opportunities aligned with EHMA's mission and areas of work.

PERSON DESCRIPTION

ESSENTIAL MINIMUM CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, vision and values.
- Adhere to EHMA's policies and procedures.
- Fluency in English, spoken and written.
- Strong writing and communication skills.

- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Ability to manage and prioritise workload and meet deadlines.
- Ability to work flexibly, manage competing priorities, and handle multiple tasks.
- Maintain positive and constructive working relationships across teams.
- Have a can-do attitude and be solution focussed.
- Commitment to continuous professional development.
- Maintain confidentiality and comply with data protection requirements.
- Adhere to all internal and external policies and procedures and contribute to their ongoing development.
- Have regard for personal health and safety and that of others.
- Ability to travel across Europe and occasionally beyond, including overnight and multi-day travel.
- Sound knowledge of Microsoft Office and SharePoint.

Policy competencies

- Strong policy research and analytical skills.
- Experience in quantitative and qualitative research methodologies, including survey design and data analysis.
- Ability to identify, process and critically analyse relevant information from multiple sources.
- Ability to monitor and interpret European policy developments and policy files, identifying their implications for health management.
- Sound policy judgement and ability to develop credible, evidence-based recommendations.
- Ability to identify and pursue opportunities for policy influence and advocacy.
- Experience in stakeholder and member consultation and engagement.
- Ability to apply a health management perspective across different policy topics, projects and contexts.

Communications competencies

- Excellent writing skills and ability to develop clear, concise and impactful policy content.
- Ability to translate complex evidence and policy issues into accessible and compelling messages.
- Strong understanding of different audiences and ability to adapt language, content and messaging accordingly.
- Ability to develop a range of policy outputs, including policy briefs, reports, presentations, speaking notes and advocacy materials.
- Strong presentation and public speaking skills.
- Confidence and credibility to represent EHMA in external meetings, events and policy discussions.
- Ability to prepare senior management and other EHMA representatives for external speaking and engagement opportunities.
- Ability to work effectively with the Communications Team to translate policy activities and outputs into relevant external communication.

Project management competencies

- Advanced project management skills.
- Ability to plan, coordinate and deliver complex projects and activities against agreed objectives, timelines and deliverables.
- Strong partner and stakeholder management skills.
- Ability to coordinate contributions from internal and external collaborators and ensure effective delivery of shared outputs.
- Ability to anticipate challenges, identify solutions and keep project delivery on track.
- Experience contributing to the development of project proposals and building effective project consortia.

Financial competencies

- Ability to manage activities within agreed project budgets.
- Ability to plan and monitor the effective use of project resources, including staff time.
- Sound understanding of the financial implications of project planning and delivery.
- Ability to contribute to the development of budgets for funding proposals.

Leadership

- Ability to manage, support and develop staff effectively.
- Sound judgement and confidence to take decisions within the responsibilities and authority of the role.
- Ability to take ownership of work, proactively identify challenges and develop solutions.
- Ability to foster collaboration and constructive working relationships across teams.
- Ability to represent EHMA's interests and values with professionalism and integrity.
- Commitment to putting EHMA's mission, members and organisational interests at the centre of external representation and engagement.

Cultural Competencies

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- Excellent understanding of health management issues.
- In-depth knowledge of the European health ecosystem.
- Advanced knowledge of current European policy topics relevant to health management.
- Sound knowledge of EU institutions and their decision-making processes.
- Strong understanding of European and international trends in health management.

PARTNERSHIP DIMENSIONS

- Ability to develop and maintain strong relationships with policy-makers, EHMA members, partners, stakeholders, industry and subject matter experts.
- Ability to build and sustain networks that support EHMA's policy objectives and strengthen its influence.
- Work effectively with European partners and organisations internationally.

DESIRABLE CRITERIA

- Experience working in a European or international policy environment.
- Experience working on EU-funded projects.
- Previous experience managing staff.
- Fluency in one or more European languages in addition to English.