



**Local & Regional  
Europe**

# **Application pack**

## **For the position of Policy Officer on Local and Regional Public Management**

Permanent contract at the CEMR Secretariat General in Brussels

February 2016

## 1. Job description

The Policy Officer will report to the Executive Director European Affairs.

The post holder will initially work in the areas that concern local and regional governments as employers and service providers. This comprises:

- Employment from the perspective of local and regional government as employers; CEMR is a recognised social partner in the European social dialogue and represents local and regional government in the local / regional government social dialogue committee.
- The organisation and provision of local and regional public services, in particular in the context of the European Single Market, including e-services and e-government.

However, these policy areas may change according to the needs and priorities of the organisation.

## 2. Main tasks and responsibilities

- a) **Monitor** policy and legislative developments in the defined policy areas, especially in the European Union; to identify priorities for CEMR's annual work programme; contribute to the reflection on the issues and advise in a timely manner on developments.
- b) **Prepare** lobbying strategies for each relevant policy or legislative proposal of the European Commission in cooperation with the Adviser – Governance and Institutional Relations; draft position papers and amendments and actively promote CEMR's position towards the EU institutions and other relevant bodies, in particular the European Parliament, the European Commission, the Council of the European Union and the Committee of the Regions; co-ordinate lobbying activities of the working structures and CEMR members, and where appropriate with partners of CEMR; foresee an active role of the spokespersons.
- c) **Support** effectively CEMR's working structures for which the Policy Officer is responsible, in close cooperation with their coordinators; organise meetings and events, including the preparation of the programme and background documents, identification and mobilisation of speakers and participants among CEMR member associations and other partners and stakeholders.
- d) **Contribute** to timely and relevant communication with members, partners and stakeholders; to provide input to CEMR's publications and external communication in close and effective collaboration with the press and communication team; collaborate with the research and studies officer in conducting surveys and research on relevant issues.
- e) **Maintain** close contact and good relations with relevant MEPs, officials in the Institutions, and other key actors. Actively represent CEMR at relevant meetings and conferences, especially consultation meetings with the European Commission, hearings in the European Parliament and the Committee of the Regions; to ensure CEMR's participation at relevant working groups, conferences or other events and bodies at national or European levels.
- f) **Work** as required on projects in which the CEMR is involved; to contribute actively to the work of the project officer concerned and collaborate constructively with the project coordinator, and other colleagues involved in the relevant project.
- g) **Submit** input concerning the policy areas and the related activities to reports and other relevant documents for statutory affairs and CEMR's relation with the European Commission.
- h) **Play** an active and positive role in the organisation of the work of the policy, projects and studies team.
- i) **Undertake** other tasks as may reasonably be required.

### 3. Required qualifications and skills

- University degree in a relevant subject (e.g. political science, social studies, gender studies, etc.).
- Good knowledge of the European Union, European and international organisations; good understanding of the EU policy-making and decision-making processes.
- Work experience in a governmental or non-governmental international organisation or in an international consulting and/or lobbying organisation of one to three years.
- Excellent written and spoken command of English and French; working knowledge of other language(s) is an advantage.
- Capacity to work independently and proactively; to prioritise and work under stress.

### Working conditions

The job requires flexibility to handle sometimes changing priorities and short deadlines; this can result in additional working hours. The post holder will be requested to travel from time to time: trips inside Europe to statutory meetings, events organised in the context of the European Social Dialogue or by CEMR member associations, or others will be on his / her agenda.

### 4. Main terms and conditions of employment

The full terms and conditions will be set out in a contract made on the basis of Belgian law with the successful candidate. The following summarises some of the main points:

#### a. Location

The position is based in Brussels; currently Square de Meeûs 1, 1000 Brussels.

#### b. Duration

This is a permanent contract.

#### c. Salary

The annual gross salary for the position will be according to experience and qualifications of the successful candidate.

#### d. Hours of work

The job is for 38 hours per week (5 days), with normal office hours being from 9:00 to 18:00 (from Mondays to Thursdays); 9:00-16:00 (on Fridays).

#### e. Holidays

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day.

### 5. How to apply for this position

Please send us, by **Sunday, 28<sup>th</sup> February** (midnight), the following:

- 1) A **cover letter** of maximum two pages, explaining why you are interested in this post and why you are the ideal candidate for this position;

- 2) A **curriculum vitae**, including employment history (with current net salary), education, professional qualifications, language skills and contact details of two references.

Please be sure to draft one of the two documents mentioned above in English and the other in French.

Please send your application by email to [application@ccre-cemr.org](mailto:application@ccre-cemr.org) mentioning "**Policy officer public management**" in the subject line.

Candidates will be informed by **Friday, 11<sup>th</sup> March 2016** if they are invited for an interview which will be held on **23<sup>rd</sup> March**. The interview will be followed by a 45 minutes written test.

The successful candidate should be ideally available to begin working from **May 2016**.

## About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 50 national associations of municipalities and regions from 41 European countries. Together these associations represent some 150 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

[www.ccre.org](http://www.ccre.org)