



**Local & Regional  
Europe**

# **Application pack**

## **For the position of Policy Adviser on Local and Regional Public Services**

Permanent contract at the CEMR Secretariat General in Brussels

September 2014

## 1. Job description

The Policy Adviser will report to the Director of Policy.

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 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

- Policy analysis:** To follow policy and legislative developments in the defined policy areas, especially in the European Union; to identify priorities for CEMR's annual work programme; to contribute to the reflection on the issues and to advise in a timely manner on developments.
- Policy drafting:** To draft reports, position papers, briefings, amendments, reports, articles, and other documents; to collaborate with the research and studies officer in conducting research on relevant issues; to contribute to CEMR's publications and external communication in close and effective collaboration with the press and communication team.
- Support to CEMR working structures:** To support and coordinate effectively CEMR's working structures for which the Policy Adviser is responsible; to organise meetings and conferences, including the preparation of the programme and background documents, identification and mobilisation of speakers, mobilisation of participants among CEMR member associations and other partners and stakeholders.
- Policy Lobbying:** To develop a lobbying strategy for each relevant policy or legislative proposal of the European Commission, to 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; to co-ordinate lobbying activities of the working structures and CEMR members, and where appropriate with partners of CEMR.
- Coordination and networking:** To co-ordinate CEMR's activities in the relevant fields with members and partners, as identified in CEMR's work programme; to collaborate closely with representatives of CEMR's member associations, to ensure sound exchange of information with and among the associations; to contribute to timely and relevant communication with members, partners and stakeholders. To maintain close contact and good relations with relevant MEPs, officials in the Institutions, and other key actors.
- Representation of CEMR:** To 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.
- Project work:** To work as required on projects in which the CEMR is involved; to contribute actively to the work of the project officer concerned and the project coordinator, and to collaborate constructively with other colleagues involved in projects.

**h) Other tasks:** To undertake such other tasks as may reasonably be required.

### **3. Required qualifications**

#### **a. Qualifications and experience**

- Experience and / or thorough knowledge of European employment and internal market policies; information society and e-government issues;
- Good knowledge of the European Union, its institutions and their functioning; good understanding of the European policy-making and decision-making processes;
- An understanding of the role and functioning of local and regional authorities in particular in a European context;
- Work experience in a similar job for several years is required.

#### **b. Skills and competences**

- Capacity to work on his / her own initiative and proactively in the relevant policy areas;
- Good communication, drafting and networking skills;
- Ability to synthesize complex material, making it intelligible to non-experts;
- Very good language skills, written and oral, in English (mother tongue level) and French; other languages are an advantage;
- Good organisational and management skills;
- Capacity to prioritise and work under stress;
- Capacity and interest to work in a multi-cultural and international environment;
- Proficiency in using information technology and modern office software;
- Capacity to travel for work and reasonable flexibility in working time.

### **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 salary for this position will depend on the skills and experience of the candidate and is set at around €42,000 gross per year, which includes the 13th month and holiday pay ("pécule vacances").

#### 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). Some flexibility in working hours will be required.

#### 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 and extra days for long weekends as determined by the Secretary General. Public holidays falling on a Saturday or Sunday are not retrievable.

### 5. How to apply for this position

Please send us, by **30 September 2014**, the following:

- A **cover letter** (maximum two pages), in English or French, explaining why you are interested in this position, how you correspond to the skills and competences required, and if appointed, what would be your personal contribution to the position and team.
- A **curriculum vitae**, in English or French, including employment history (with salary), secondary/higher education, professional qualifications, any additional training or volunteer work and the 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**.

Selected candidates will be asked to come in for an interview on **20 or 21 October** in Brussels.

The start of the successful candidate will depend on her / his availability; the earliest date could be the 17 November 2014.



## 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 55 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)