

## Head of Science Operations

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The ESF is a non-profit organisation dedicated to the support of high-level science through the provision of specialised services. We operate in the EU and wider European environments and collaborate with major scientific stakeholders. In the context of our future development we invite applications for a Head of Science Operations.

The mission of the position is to contribute to the development and implementation of the ESF's strategy and its activities and to guarantee the delivery of the ESF's commitments. As a member of the Management Group, the Head of Science Operations will play an essential role in the management of the ESF. He/she will be in charge of leading the science operations team and fostering their professionalism. He/she will contribute to the development of ESF's positioning in the European and international research landscape.

The Head of Science Operations will report to the Chief Executive.

### **This position will involve:**

#### **Science Operations and Management**

- Leading ESF science operations according to the best international standards of integrity;
- Overseeing the development and improvement of processes and procedures and ensuring financial viability of activities liaising with the activities coordinators;
- Fostering transversal exchanges within the scientific team;
- Playing a key and pro-active role in the ESF Management Group;
- Keeping up-to-date with relevant scientific and research policy developments, providing key scientific input to the Chief Executive and to the Management Group;
- Taking responsibility for the planning, management and achievement of science operations budgets in coordination with the Head of Finance.

#### **Staff Management**

- Managing and motivating ESF's scientific staff;
- Facilitating creative thinking and co-designing processes within the scientific team;
- Valuing and implementing the professional development of the scientific team;
- Participating in the recruitment of scientific staff in coordination with the Head of HR.

#### **Development**

- Developing new initiatives and strengthening existing ESF pillars and activities within the European and international research landscapes;
- Coordinating the scientific team's strengths, knowledge and experience to enhance development;
- Contributing to the implementation of the ESF strategic plan;
- Strengthening and developing relations with institutions and scientific communities at the national, European and international levels;
- Raising awareness and promoting ESF's profile and activities.

### The job holder should demonstrate the following competencies:

- Ph.D, or equivalent research experience, preferably with a further 12-15 years' experience in research management, ideally gained in an international setting;
- Solid and demonstrated experience and skills in team management and people development;
- Strong leadership skills to support, motivate and develop the team;
- Demonstrated experience of development of scientific initiatives at international level;
- Proven experience in science management and coordination of research programmes, ideally including scientific evaluation processes;
- Proven experience in coordinating EC-funded project proposals and implementation;
- Proven experience in collaborating with non-European organisations and programmes;
- Wide knowledge of the European scientific landscape, including research institutions and policy-making processes;
- Good understanding of Responsible Research and Innovation principles;
- Excellent standard of spoken and written English, with a working knowledge of French or another European language being an asset.

### Employment conditions:

- The position is expected to be full-time (100% FTE) and will start as soon as possible.
- The contract offered is a permanent contract.
- The person selected for the position will be working from Strasbourg head office. The position will involve significant travel.

Please send your application (cover letter + CV in English + salary expectations) by **26 May 2022** to [jobs@esf.org](mailto:jobs@esf.org) quoting the following reference **HoSO ESF**. First round interviews will be held in Strasbourg on **1<sup>st</sup> June 2022**.

*The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.*