

Head of Science Operations (HoSO)

COST - European CO-operation in Science and Technology - is a unique means for European researchers to jointly develop their own ideas and new initiatives across all scientific disciplines through trans-European networking of nationally funded research activities. Based on a European intergovernmental framework for cooperation in science and technology, COST has contributed since its creation 40 years ago to closing the gap between science, policy makers and society throughout Europe and beyond. COST mission is to enable break-through scientific developments leading to new concepts and products and thereby contributing to strengthen Europe's research and innovation capacities.

The COST Office, located in Brussels, is provided by the European Science Foundation (ESF) – the implementing agent for COST, through a Grant agreement with the European Commission. The COST Office implements Committee of Senior Officials (CSO) decisions and supports all COST activities, in particular the evaluation and selection of proposals, the monitoring and assessment of COST Actions and the communication and outreach activities to promote their outcomes and impact.

The ESF-COST Office is currently looking for a Head of Science Operations (HoSO). He/she will be responsible for the overall management of science operations in the Office; this includes the implementation of procedures, the running of evaluation and selection of proposals, the monitoring and assessment of COST Actions and the analysis of outcomes and impact. The HoSO will ensure that all day to day strategic and operational scientific activities are aligned with key objectives, in line with the CSO decisions, and tracked to ensure optimal evaluation and attainment. The HoSO will also provide strong scientific advice and strategic support within COST. Reporting to the COST Office Director, he/she will be responsible for the management of the Science Operations Team (15 staff members) and will be a member of the management group.

The person should be available to start as soon as possible.

Position responsibilities:

- Planning, directing, or coordinating the science operations of the COST Office in particular implementation of the evaluation procedures, monitoring of COST Actions, assessment of results and outcomes
- Ensuring that the operational plan and deliverables of the Science Operations Unit are monitored, maintained and developed in accordance with the overarching COST strategies
- Developing, reviewing, and reporting on the science operations strategy, while ensuring the strategic objectives are well understood and executed by the Science Officers
- Incorporating the science and technology state of play for the development and implementation of COST Strategies, from the identification of priorities to the selection of effective sustainable development of activities in science and technology
- Taking responsibility for the management and achievement of budgets for science operations according to ESF-COST financial rules and procedures and providing necessary information to Administration and Finance for the regular presentation of financial reports
- Developing and maintaining quality collaboration with the Domain Committees in charge of scientific evaluation and quality control
- Drafting and presenting quarterly reports on the science operations to the Director and twice a year to the governing body of COST (CSO)
- Supervising the Science Operations team members: coordinating the operations, managing workload distribution and performances, including the timely completion of performance appraisals, regular feedback, and appropriate action planning and organisation of regular team meetings and participating to staff meetings in the office
- Preparing and presenting information for the Communication and Conference Unit to be presented to the media and for handling public relations issues with regards to the science operations and Actions results and outcomes
- Attending and/or chairing COST meetings/events/conferences and representing COST as required by the COST Office Director
- Promoting a climate of positive, trustful and respectful staff collaboration by encouraging communication and information sharing between Science Operations activities and the rest of the office in close coordination with the Head of Units (General Support, Administration, Finance & Legal)
- Acting as a key role in the management of the COST Office as a member of the management group and as the Head of the Science Operations Unit
- Endorsing other responsibilities & undertaking other tasks as necessary for the good organisation of the office, as requested and under the responsibility of the COST Director

Profile and competencies:

The successful candidate should demonstrate the following competencies:

a. Education

- PhD with a minimum of 10 years of research experience in a relevant science and/or technology area

b. Experience

- Recognised 5 years' experience in science management
- Proven knowledge of European and national research structures and institutions
- Excellent understanding of European and international science and innovation policies
- Expertise in the fields of science and technology
- Experience with financial management, administration and legal affairs
- Good understanding of IT projects and communication aspects

c. Profile

- Strong and advanced scientific/technological mind-set and knowledge to work on scientific initiatives and presentations
- Excellent inter-personal skills, including diplomacy, discretion and confidentiality
- Improvement-minded to enable process review in a spirit of simplification and automation
- Collaborative and flexible style, with a strong service mentality, sound judgment and initiative
- Strong aptitude to offer interesting solutions to increase efficiency within the organisation
- Proven presentation skills necessary to represent COST externally and ability to give exhaustive and instructive explanations on the activities
- Adaptability to the changing environment
- Strong analytical and problem solving skills

d. People Management Skills

- Demonstrated motivational skills: being able to match the motivations and strengths with the tasks for each staff member
- Ability to develop team members and to link individual effort to team and organisational goals
- Leadership skills for directing staff and overseeing projects
- Excellent team work capacities and relationship building abilities

e. Specific Competencies

- Strong skills in developing collaborative approach to program development, establishing policies and procedures, and ability to support project monitoring
- Proven skills in implementing proposal evaluation and selection procedures
- Proven and demonstrable competencies in working with a wide range of research organisations including universities and private companies
- Good knowledge of the science and technology state of play and experience with trans-disciplinary approaches
- Capable of interacting with governmental representatives and European research communities to understand their needs
- Experience with Quality Assurance methodologies
- High standard of spoken and written English, knowledge of other European languages is an asset
- Excellent oral and writing skills; critical attention to detail
- Excellent working knowledge of MS Office systems and of electronic databases and Web sites – a proven experience in collaboration with IT teams appreciated

ESF-COST Office offers:

- A full-time contract under the Belgian law with a duration linked to the FP7 COST Grant Agreement II (ending 31 May 2014), with an initial probation period of 4 months
- An international working environment located in Brussels (Avenue Louise 149, B-1050 Brussels, Belgium)
- Unless a national of the 'EU and EEE' candidates must be eligible to work in Belgium and must have a Work Permit

Electronic applications (motivation letter with possible start date mentioned + CV) should be addressed to Barbara Bottiau and sent to job@cost.eu Reference code: HoSO.

For more information, please visit our website <http://www.cost.eu>

Deadline for application: 10th February 2013