



## Head of Science Operations

### COST

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, COST has contributed since its creation in 1971 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 Association is an international non-profit association based in Brussels with 36 European Member Countries; it integrates governance, management and support functions dedicated to COST activities aiming at enabling trans-European science and technology cooperation. The COST Association draws its funding from the EU Framework Programme for Research and Innovation, Horizon 2020, through specific Grant Agreements signed in the frame of a framework Partnership Agreement with the European Commission.

### Position Responsibilities

The Head of Science Operations primary responsibility is the overall management of the to COST Association science operations. His/her core activity is the implementation and follow-up of rules and procedures for the Submission, Evaluation, Selection and Approval (SESA) of proposals for COST Actions, as well as the Management, Monitoring and Final Assessment (MFA) of ongoing and ended COST Actions.

He/she provides the day to day support to the COST Actions participants, ensures that activities follow and respect Committee of Senior Officials (CSO) decisions, provides advice in strategic matters related to Science and Technology, guarantees that the operational and strategic scientific activities contribute to achieving the Association's specific objectives leading to the fulfilment of COST mission. He/she is responsible for the management of the Science Operations Unit (some 15 staff members) as a key member of the Management Group.

The successful candidate should be available to start as soon as possible and will report directly to the Director of the COST Association. The position will involve:

- Planning, directing and coordinating the science operations of the COST Association
- Organising the implementation and scientific quality control for an impartial and transparent evaluation and selection process of proposals for COST Actions submitted to the COST Open Call
- Ensuring the thorough scientific management, monitoring and final assessment of ongoing and ended COST Actions
- Developing and maintaining high standard support to the Scientific Committee being in charge of quality control of the evaluation and selection process of proposals for COST Actions and ensuring the monitoring and final assessment of COST Actions



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- Ensuring, with his/her team, the maintainance of an up to date knowledge and awareness of relevant scientific and technological research and policy developments
- Incorporating the science and technology state of play for the development and implementation of COST strategy and policies
- Overseeing and controlling the management and achievement of budgets for science operations according to the COST Association financial rules and procedures
- Contributing to the development and harmonisation of COST Association policies, rules and procedures and overseeing their respectful implementation in line with the overall COST strategy and policies
- Liaising with researchers, engineers and scholars of external scientific and technological research bodies, universities and private organisations
- Assisting with the delivery of scientific information to the Director in a timely manner and respecting deadlines
- Ensuring substantial information and support to allow for the analysis of results, outcomes and impact of COST Actions
- Drafting and presenting regular reports on the science operations to the Director and preparing reports to the governing bodies (CSO and Executive Board) as requested
- Preparing and presenting information for wide dissemination of Actions results and outcomes and supporting the conceptualisation and organisation of S&T events and conferences
- Representing the COST Association in external meetings; attending and/or chairing COST meetings/events/conferences and representing COST as required by the Director
- Guaranteeing that the operational plan and deliverables of the Science Operations Unit are monitored, maintained and developed in accordance with the overarching COST strategy and policies
- Supervising the Science Operations Unit including the coordination of operations, managing performances and workload distribution, including the timely completion of performance appraisals, regular feedback, and appropriate action planning
- Developing, reviewing and reporting on the science operations strategy, while ensuring the strategic objectives are well understood and executed by the Science Officers
- 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 other Heads of Unit (i.e. Science Administration and Finance, Information Systems, Communications and Conferences,...)
- Fulfilling any other responsibility and tasks requested by the Director

## Profile and Competencies

The successful candidate should demonstrate the following competencies:

### Education & Experience

- PhD with 8-10 years research experience in a relevant science or technology field, and general knowledge and awareness of several fields of science and technology
- 8-10 years' experience in science management, ideally gained at least in part in a European setting, experience in a funding agency is an asset
- Proven experience in people management
- High standard of spoken and written English, knowledge of other European languages appreciated

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### Specific Competencies

- Excellent knowledge of the EU RTD Framework Programmes and procedures
- Good knowledge of European and national research structures
- Excellent understanding of European and international research, science and innovation policies
- Good knowledge and overview of several fields in science and technology and interdisciplinarity
- Experience with financial management, administration and legal affairs
- Good understanding of IT projects and communication aspects

### Other Competencies

- Team-oriented work ethic
- Excellent organisational skills
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines
- Excellent inter-personal skills, including diplomacy, discretion and confidentiality
- Positive and constructive attitude in an evolving environment
- Demonstrated ability to balance multiple tasks and work well independently and collaboratively
- Strong aptitude to offer interesting solutions to increase efficiency within the organisation
- Adaptability to the changing environment
- Assertiveness and capability to follow decisions from Management
- Strong analytical and problem solving 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
- Excellent knowledge of MS Office systems (especially MS Word, Access, Outlook, Excel and PowerPoint and Web tools)

## The COST Association offers

- A full-time contract of unlimited duration under the Belgian law
- Start date: as soon as possible
- A European working environment located in Brussels
- 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 in English and at least 2 recent reference letters in English**) should be addressed to Barbara Bottiau and sent to [job@cost.eu](mailto:job@cost.eu), mentioning the reference code **HoSO2015** in the subject line.

Please note that the COST HR Team will only contact the candidates who are invited to the interview. No individual feedback will automatically be given to unsuccessful candidates.

The **interviews** will take place on **21<sup>st</sup> October** for the first round and on **the 2<sup>nd</sup> November** for the second round.

For more information, please visit our website: [www.cost.eu](http://www.cost.eu)

**Deadline for application: 06/10/2015**