



## Vacancy advertisement - Senior Science and Policy Officer

The Consortium of European Social Science Data Archives (CESSDA) is a pan-European distributed research infrastructure (ERIC) that provides large-scale, integrated and sustainable data services to the social sciences research community to conduct high-quality research and contribute to solutions to major societal challenges.

CESSDA is composed of 22 member countries. CESSDA is a landmark on the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap, part of the SSHOC (Social Sciences and Humanities Open Cluster) and contributes to the build-up of the European Open Science Cloud (EOSC).

The Main Office supports its Members, Service Providers and international partners and initiates, coordinates and aligns strategic activities.

Job title	Senior Science and Policy Officer
Contract	Fixed-term contract for a period of three years with the possibility of a permanent contract
Hours	Full-time (37,5 hours per week)
Responsible to	Director of CESSDA ERIC
Job location	CESSDA ERIC Main Office, Bergen, Norway
Working language	English
Information	<a href="https://www.cessda.eu/">https://www.cessda.eu/</a>

### Role

Reporting to the Director, the Senior Science and Policy Officer will assume responsibilities for science and science policy matters and contribute to the successful implementation of CESSDA's strategic goals by working with various stakeholders such as CESSDA Service Providers, CESSDA members, researchers, decision-makers in ERA, media or industry.

### Responsibilities

The post holder will enhance the transmission of CESSDA's knowledge into scientific and/or policy papers, analyse, write and prepare documents and foster the dialogue between CESSDA and researchers and policymakers, and society at large.



### **Science Policy Development in ERA and Open Science matters**

- Keep abreast of the developments in ERA (e.g., research infrastructures, ERIC Forum, EOSC), identify trends and needs, and assess and propose relevant actions.
- Draft and/or contribute to the development of policy documents and communications materials.

### **Science Development**

- Support the Director in extending CESSDA partnerships with the social sciences community and other research domains:
  - Liaison with the ESFRI Science Clusters and participate in EC projects that support the cross-fertilisation of social sciences and other research communities.
  - Support the Director in the management of a Science Advisory Board.
  - Participate in and implement activities with relevant CESSDA working groups and task forces on various topics (e.g., data citation, widening the parameter of data).
- Produce reports and documentation for different audiences, including senior management and external stakeholders.

### **Internal Development**

- Support the preparation of EC projects and internal activities in line with the objectives of the organisation and participate in project meetings.

### **Outreach and Event Management**

- Contribute to CESSDA visibility through outreach activities and engagement of stakeholders.
- Participate in the CESSDA Training and/or Editorial Board.
- Ensure representation of CESSDA at relevant events.
- Contribute to communications administration where appropriate.

### **Qualifications and Experiences**

- Academic degree in the social sciences or equivalent academic qualification. PhD is an advantage but not required.
- Relevant professional qualifications with a minimum of four years of work experience in science coordination and/or project management in research, policy or a comparable sector.
- Experience in coordination activities of partners from different institutions, countries and constituencies
  - Experience in communication activities.
  - Excellent writing and communication skills in English and
  - The ability to adapt messages to fit the needs of a variety of audiences.
- Ability to work in a fast-paced environment independently.
- Ability and willingness to travel when required.



### Desired skills

- Critical and analytical skills
- Proactive and result-oriented
- Team player
- Adaptability vs. Flexibility

### What we offer

- Exposure to an international environment and the opportunity to make one's mark and contribute to the shaping of the ERA and European Research Infrastructure landscape in the domain of the Social Sciences.
- Salary in line with similar roles in the public sector in Norway; final salary dependent upon the work experience of the successful candidate.
- Hands-on experience with EU-funded projects and core project management activities.
- Being part of an experienced EU project coordination team.
- Opportunity for developing professional skills.
- Private Health insurance.
- AFP (early retirement) Premium pension scheme.
- Friendly working environment and the chance to contribute to projects of positive societal impact.
- The central location of the Office regarding the Bergen city centre and airport.

### Diversity & Inclusion

At CESSDA ERIC, we are committed to cultivating and preserving a culture of inclusion and connectedness. We value diversity - in backgrounds and experiences. This is reflected in our largely diverse and inclusive community of partners and employees. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, culture, ethnicity, gender identity and expression, nation of origin, age, colour, religion, disability, sexual orientation and beliefs.

### Application Process

- To apply, please send a **letter of motivation with the name of two referees or reference letters and a CV in English in a single PDF** to [cessda@cessda.eu](mailto:cessda@cessda.eu).
- **The vacancy is open until filled.** Short-listed candidates will be first interviewed virtually. Successful candidates will be invited to Bergen, Norway.

### For general information, please contact:

- Nina Bakanova, Executive Assistant, [nina.bakanova@cessda.eu](mailto:nina.bakanova@cessda.eu),  
phone: +47 401 00 964.

### For information on the post and requirements, please contact:

- Bonnie Wolff-Boenisch, CESSDA Director, [bonnie.wolff-boenisch@cessda.eu](mailto:bonnie.wolff-boenisch@cessda.eu)