

# STM STM Manager, Public Affairs EU Role Profile

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| <b>Role Profile:</b> | Manager/Senior Manager, Public Affairs EU |
| <b>Reports to:</b>   | Director, Public Affairs EU               |
| <b>Job Type:</b>     | Full time, management                     |

## Overall Role Summary

The (Senior) Manager of Public Affairs, EU reports to the Director, Public Affairs EU. Together, they are responsible for the management of STM's presence and representation in Brussels, effectively acting as the face of the association. The role requires maintaining an overview on policies impacting STM's membership, building relationships with R&I stakeholders and shaping and delivering STM's engagement strategy. The (Senior) Manager participates in the work of STM Committees and TFGs, as required.

## Key Responsibilities

- Work with the Director, Public Affairs EU to analyse policy and develop STM's position and engagement strategies in line with global policy and advocacy approach and with STM goals.
- Represent STM at high-level meetings, conferences, and events to strengthen visibility and credibility in the EU policy environment.
- Lead STM's engagement with the European Parliament and Member State representatives in Brussels.
- Monitor legislative and non-legislative developments.
- Build and/or cultivate strategic relationship with key stakeholders, coalitions, trade associations.
- Support internal communication to other members of staff and relevant membership groups.

## Knowledge, Skills, and Behaviours

- 5+ years of public affairs experience working with EU institutions, preferably with policy issues in the area of research & innovation. Previous experience in publishing sector preferable but not required.
- Sound, practical knowledge of the European policy-making process, institutional cycle and structures.
- Expertise in advancing topics through political processes, at different seniority levels.
- Reliable network on various seniority levels of stakeholders and policy-makers.
- Spoken and written proficiency in English plus at least one other EU language.
- Communications skills are an asset.
- Experience in EU project management desirable.
- Motivation to work independently and take initiative.