

## Healthcare Biotechnology Team

### Healthcare Assistant

Biotechnology is at the forefront of transformative, cutting-edge and research-intensive scientific advancement. Enabling wide-scale societal change, biotechnology underpins technology to address unmet medical needs and provide sustainable, resource-efficient, climate-friendly products and processes.

EuropaBio, the voice of Europe's dynamic biotechnology industry, is currently seeking a motivated **Healthcare Assistant** to join the Healthcare Biotechnology Team for an initial contract period of 12 months, with a view to long-term professional development.

The successful candidate will be working closely with industry experts within a dynamic multinational team. This is an entry-level position, and aims to provide valuable insights, contacts and experience for candidates interested in policy development, strategy implementation and advocacy. In addition to working directly with our members, the role involves working with the EU institutions and various relevant stakeholders, such as patient organisations. This position will allow direct involvement in priority work areas for the EuropaBio Healthcare Biotechnology department (advanced therapies, medicines for paediatric and rare diseases, R&D policies, regulatory policy, data and digital policies, etc.) under the guidance of the other team members.

#### Profile

The successful candidate:

- Must have full permission to work in Belgium;
- Should hold a degree in EU affairs and/or public health, political sciences, law, science or other area relevant to Healthcare Biotechnology;
- Must have good organisation skills; a demonstrated interest in the healthcare industry is a plus;
- Should possess a good understanding of the European decision-making process;
- Must have a very high standard of both written and spoken English (office language);
- Should be able to begin **as soon as possible** (and by January 2022 at the latest).



## Tasks

- Provide administrative support to the Healthcare Biotechnology team, including calendar management for team events and activities;
- Assist with essential support tasks for the Healthcare Biotechnology team, including internal and external communication (working with the EuropaBio Communications team), the organisation of events, the management of working group meetings, and drafting of minutes;
- Assist in researching and drafting Healthcare Biotechnology policy documents and position papers, such as responses to European Commission public consultations;
- Monitor and map developments and activities on healthcare and topics related to the biotechnology industry (e.g. in the political sphere at International, EU, and national level, and in the technological sphere analysing the advancement of biotechnology and enabling technologies);
- Actively engage in wider EuropaBio activities, representing Healthcare as part of Association growth and visibility;
- Attend and report on external events;

## Our Commitment to You

- An engaging entry level position, with room to grow within the team and the ability to take ownership of your own tasks;
  - Exposure to a pertinent industry at the centre of Europe's digital and green transformation, and a key enabling technology for future medical and environmental innovation;
  - Motivated colleagues and expert membership at the top of their field who readily impart knowledge;
  - A comfortable office space, with an excellent view of Brussels and an abundant supply of coffee and the occasional cake.
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## Terms and conditions

A one-year contract (CDD), with a possibility of renewing, 40 hours/week;

In addition to 20 legal holidays, 12 RTT days and end-of-year closing;

Hospital, travel and group insurance;

Meal vouchers;

Public transport costs;

The possibility to telework 2 days/week;

## How to apply

To apply, please send a CV and a cover letter to Majken Ekam-Nielsen, HR & Finance Manager [m.ekam-nielsen@europabio.org](mailto:m.ekam-nielsen@europabio.org) with the subject "Healthcare Assistant" by October 31<sup>st</sup>, 2021. | **No Europass CVs please.**

