Head of Office

The University of Bergen is recruiting a Head of Office for our liaison office in Brussels

International collaboration, specifically via European research and innovation, is essential to achieve our goals. To this end, we are working strategically to increase UiB’s visibility and impact at the European level as well as participation in European research and innovation programmes in priority areas. UiB opened its Brussels Office in 2015. UiB Brussels Office forms an integral part of the Norwegian House of Research and Innovation, located centrally in the EU-quarter of Brussels. We are now looking for a new Head of Office.

The main tasks of the Head of Office will be to contribute to the impact and competitiveness of UiB by:

- Providing strategic advice to UiB leadership, research groups and administrative staff on matters related to EU research and innovation policy
- Identifying and disseminating relevant EU policy and policy developments to relevant parties at UiB
- Contributing to the strategic visibility of the university in Brussels
- Building strong strategic networks and partnerships
- Representing UiB in relevant strategic and policy arenas
- Promoting and organising UiB initiatives and events in Brussels, in close collaboration with research environments and UiB leadership
- Keeping UiB informed about the development of EU framework programmes, with a specific focus on planned and published research programmes, calls and topics
- Collaborating closely with UiB leadership, academic staff and local support services on both strategic and practical levels
- Organising visits from UiB leadership and administrative staff to Brussels, as well as coordinating visits from researchers, who will visit Brussels and use the Brussels office for project meetings

Personal qualities:

We are looking for a dynamic and strategic person with an extensive network within European research and innovation policy circles; the European Commission and in public and private institutions central to European research and innovation programmes.

The Head of Office must have:

- Considerable experience of European research and innovation policy and strategy work
- Good knowledge of the university sector
- Good networking, teamwork and communication skills
- A proactive and goal orientated mindset

Qualifications:

- Minimum of a master's degree or equivalent
- Experience of research and innovation an advantage
- Fluent in written and spoken English

The Head of Office is based in Brussels, with regular trips to Bergen.

The Head of Office will report to the Division of Research and Innovation at the University of Bergen. The Division of Research and Innovation has a highly qualified staff of 30 employees, and provides strategic advice to UiB leadership and researchers. The Head of Office is an integral part of the Division’s strategic EU initiatives.

We can offer:

- Annual salary ranging from NOK 750 000 - 850 000 before tax for a full-time position. A higher salary may be considered for a particularly well qualified applicant.
- Office locations shared with other Norwegian academic institutions, in the EU-quarters of Brussels

General information:

More information about the position can be obtained by contacting Director Benedicte Løseth, the Division of Research and Innovation, Benedicte.Loseth@uib.no, phone: +47 916 03 900. See also: www.uib.no/en

Send your CV and application form by clicking the link “Apply for this job” at this website. Please quote the following reference number: 20/933

The deadline for applications is 8. March 2020
Information about applicants may be made public even if the applicant has asked not to be named on the list of persons who have applied. The applicant must be notified if the request to be omitted is not met.

About UiB

The University of Bergen is a renowned educational and research institution, organised into seven faculties and approximately 54 institutes and academic centres with more than 18,000 students and approximately 4,000 faculty and staff. UiB hosts several Norwegian Centers of Excellence and has internationally acknowledged research environments in climate and marine research.

In addition to excellent fundamental research, the university is focusing on innovation, the UN Sustainable Development Goals and increasing cooperation with research institutions, industry and the public sector in order to develop society locally, nationally and globally.

For more information: www.uib.no/en

Jobbnorge-ID: 182513, Søknadsfrist: 8. mars 2020