



Senior Policy Analyst – Circular Economy

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that has played a key role in European environmental policy development in the past 40 years in a range of important areas.

The role and required competencies

IEEP has a vacancy for an experienced policy analyst in the Climate and Circular Economy (CCE) team. We are looking for a candidate who likes to take initiative and feels comfortable working in a small and dynamic team. The successful candidate will have a proven track record of effective project delivery, experience in fundraising, excellent command of English and ideally a working knowledge of at least one other EU language. The candidate should also have a good understanding of the EU policy development process in general, and of EU circular economy policies and theory in particular. Experience of line management and knowledge of environmental economics would be desirable, but not essential for this role.

IEEP offers a permanent contract under Belgian Law. The role is based in our Brussels office. The successful candidate will contribute substantially to IEEP's work on circular economy policy development, leading projects and the staff involved, working together with the CCE team lead to deliver IEEP's strategic objectives. The post holder will in particular be responsible for project management and execution, and will likely be required to contribute to fundraising activities and potentially manage junior staff. They will work primarily on the analysis and development of EU policy, but also at international and national level as necessary.

The successful candidate will join a cohesive, impact-oriented and supportive team that is committed to the professional development of all its staff, and where the opportunities for learning and for making a difference are great. Candidates should be able to work in an intellectually stimulating and fast-paced environment. The post might require some travel, typically within Europe, but also outside on occasion.

Key responsibilities

The post carries the following responsibilities:

- Project management and execution, including:
 - Managing the work of IEEP staff as well as external partners;
 - Conducting research, drafting reports and briefings, contributing to dissemination activities
- Delivery, coordination, facilitation and participation in expert workshops and seminars;

- Maintaining and enhancing relationships with key institutions and partners, including the European Commission, Parliament, Council, Permanent Representations of Member States, national governments, NGOs and further developing IEEPs broader policy networks;
- Contributing to fundraising activities;
- Potential line management of junior staff and interns;
- Maintaining detailed knowledge of the relevant EU level policies and an overview of how they are implemented in Member States.

Conditions of Employment:

The contract offered is on a full-time indefinite basis.

Location: Brussels (hybrid office/home)

Salary: Competitive salary with additional benefits

Additional benefits include: private pension scheme, lunch vouchers, reimbursement for public transport, working from home allowance, one month paid sabbatical leave after five years with IEEP

Application process :

To be considered for this position, please send your CV and a short cover letter (max 1 page) to recruitment@ieep.eu, clearly marking the title of the email: **'IEEP – SPA-Circular Economy: [YOUR NAME]'**.

Applications will be considered on a rolling basis.

IEEP is an equal opportunities employer and welcomes applications from a diverse background of candidates, respecting inclusion, diversity and equality best practices in the recruitment process.

For further information on IEEP, please visit the IEEP website at www.ieep.eu

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:
Rue Joseph II 36-38,
Bruxelles 1000,
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+ 32 (0)2 738 7482