

# LIAISON OFFICER

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## to represent Eindhoven University of Technology (TU/e) and Swiss Federal Institute of Technology Lausanne (EPFL) in Brussels

EuroTech Universities Alliance invites applications for the position of a Liaison Officer for TU/e & EPFL to be based at the Alliance's Brussels office.

### About TU/e & EPFL

TU/e and EPFL are leading international universities of technology specialising in Engineering Science & Technology. Through excellent teaching and research, we contribute to progress in the technical sciences, to the development of technological innovations, and as a result to the growth of prosperity and welfare in the respective regions and beyond. Both universities maintain close links with industry, government and knowledge institutes and general public in societally relevant areas such as AI, healthcare, mobility and energy with the aim of having a real impact on society.

### About EuroTech Universities Alliance

**The EuroTech Universities Alliance** is a strategic partnership of leading European universities of science & technology committed to excellence in research and jointly developing solutions to the grand challenges of society. The members are: Technical University of Denmark (DTU), École polytechnique fédérale de Lausanne (EPFL), École Polytechnique (L'X), Technion - Israel Institute of Technology, Eindhoven University of Technology (TU/e) and Technical University of Munich (TUM). Through the promotion of in-depth collaboration across research and education and nurturing innovation and entrepreneurship, the Alliance combines the complementary strengths of its partner universities to jointly achieve multi-scale initiatives of societal benefit. The Alliance engages in policy definition with key EU stakeholders through the promotion of its experience and expertise.

**The Brussels office** works to raise the profile and visibility of the Alliance and its members on the European scene and to enhance the EuroTech Universities' participation in the Framework Programmes (Horizon Europe), ERASMUS+ and other related EU and international funding programmes. The Brussels office consists of a head of office, an office manager, a communications manager and currently three liaison officers (TUM, DTU and L'X). You will be one of the liaison officers, representing TU/e & EPFL.

### Reporting

The TU/e & EPFL Liaison Officer will report to the Head of Brussels Office and the Head of International Relations at EPFL and Program Manager International Affairs at TU/e. The EuroTech office in Brussels will be your daily job location with regular travel to the represented universities and other locations as required by the EuroTech activities.

## Responsibilities and tasks

Typical responsibilities include:

- Leading on the development of activities within specific topics (= Focus Areas) under TU/e & EPFL leadership/co-leadership (currently AI & Health) by providing early intelligence on the EU and international developments, delivering collaborative workshops, webinars, round tables and mapping exercises.
- Actively engaging in the development of all the Focus Areas of the Alliance in cooperation with the other Liaison Officers by building and maintaining communities of academics, innovation staff and education experts within the Alliance.
- Providing funding (EU & international) and policy intelligence to the key stakeholders in the Alliance.
- Liaising with key stakeholders in TU/e & EPFL, including management, scientists and administrative staff to understand the stakeholders' priorities and translate them into concrete actions.
- Actively contributing to the development and implementation of the annual roadmap of the Brussels Office.
- Contributing to planning and execution of EuroTech-wide events and meetings.
- Advising the researchers, innovation and education experts within the Alliance on the development of major strategic funding proposals.
- Preparing or contributing to reports, updates, newsletters, and other documents for the stakeholders of the Alliance.

The successful candidate will be employed by EuroTech Universities Alliance (AISBL) **on a 2-year basis initially with an opportunity for an extension, at 80% FTE**. In practical terms he/she will undertake tasks set by TU/e & EPFL in relation to their key priorities and EuroTech Alliance as a whole.

## Candidate's profile:

### Education

- Holds a relevant academic degree.

### Technical knowledge and experience

- Has knowledge of academia and industry stakeholders within the innovation ecosystem and excellent understanding of the functioning of the universities.
- Has experience of working and a thorough understanding of the research, innovation, and education funding programmes at the EU level and beyond.
- Has 3-5 years of work experience at the European / international levels.
- Has an existing network of contacts in Brussels.

### Other competences

- Have full working-proficiency in English. Knowledge of French, Dutch or German would be an advantage.
- Work co-operatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience.
- Communicate clearly and precisely both orally and in writing and build consensus to achieve results.
- Analysis and problem solving: Identify the critical facts in complex issues and develop creative and practical solutions.

- Ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently. Have a proven ability to deliver outputs to the agreed deadlines.
- Take personal responsibility and initiative for delivering work to a high standard quality within set procedures.
- Remain effective under work pressure, be flexible and adapt to a changing work environment (including remote working).
- Working environment: demonstrated ability to work in a multicultural and/or international environment

We encourage applications from all backgrounds and are committed to having a team that is made up of diverse skills, experiences and abilities. We are committed to equality and diversity within our workforce.

### **Salary and terms of employment to be discussed**

For more information contact Tatiana Panteli, Head of Brussels Office, [tatiana.panteli@eurotech-universities.eu](mailto:tatiana.panteli@eurotech-universities.eu).

Please apply with a short CV and cover letter to [tatiana.panteli@eurotech-universities.eu](mailto:tatiana.panteli@eurotech-universities.eu).

**Deadline for applications: 23rd of September 2022**