The University of Burgundy recruits

A European Affairs officer

For the Research Division

Rooted for 300 years on its territory, the University of Burgundy is a historical institution, with a staff of 2800 people. It welcomes 35,000 students on 6 campuses: Dijon, Auxerre, Chalon sur Saône, Le Creusot, Mâcon, Nevers.

It is a multidisciplinary university, with 400 training courses and 32 research laboratories, ranging from archaeology to artificial intelligence, uB operates to train citizens and professionals of today and tomorrow, and to face societal challenges.

The University of Burgundy is a founding member of the European Alliance Forthem which makes it a European campus with the possibility of collaborating with partner universities.

Working at uB means putting your skills at the service of an essential public service mission: helping to create and transmit knowledge and develop research.

DEPARTMENT

The Research Division aims to put in action the research and development policy of the university, to support laboratories in their management, their projects and contracts and ensure an interface function with the main administrative departments of the university and the external funders. The Research Division also manages doctoral studies and the zootechnics platform. Within the Research Division, the European Affairs officer will join a support unit for the assembly of shared projects with the CHU Dijon and the Georges François Leclerc Centre.

MISSIONS

In order to strengthen the activities, the visibility and the networking in support of the positioning of the University, the CHU Dijon and the Georges François Leclerc Centre in the next Horizon Europe framework program for research and innovation; the University is recruiting a European Affairs officer. The position will be based in Brussels, with regular travels to Dijon.

This mission takes place in an university with world-class scientific and academic potential, with strong partnerships with CHU Dijon and the CGFL, recognized by the Acceleration of Higher Education and Research Establishment Development Strategies program. It involves helping to determine the establishment’s international strategy and ensuring its implementation:

- Strategic Information retrieval for the positioning of the academic teams, of the CHU Dijon and of the Georges François Leclerc Centre in the European landscape of higher education, research and innovation.
- Communication and representation activities in order to increase the European visibility of the university and its partners, in the European organizations in particular.
- Networking in order to increase the number of opportunities so that the teams can participate in European projects, especially collaborative ones.

**MAIN TASKS**

The European Affairs officer will lead actions autonomously under the authority of the Director of the Research Unit and in permanent contact with the university's governance, the CHU Dijon, the CGFL (Vice-Presidents, General Management of Services) and the Forthem University Alliance Office:

- Represent the University of Burgundy, the CHU Dijon and the CGFL in European networks present in Brussels in the fields of higher education, research and innovation. The purpose is to reinforce quantitatively and qualitatively the university’s address book in Brussels, to contribute to the visibility of these establishments and to collect information.
- Monitoring and analysis of policy developments, processes and programs linked to research, training and innovation on a European scale in thematic areas of interest to the University of Burgundy, the CHU Dijon and the CGFL.
- Advise the uB, the CHU Dijon and the CGFL on European policy concerning higher education and research: monitoring, information gathering and drafting of political and technical notes, summaries and reports for the attention of the university's governance, the research unit and the scientific community of the three establishments.
- Participation to the preparation, the steering, the organization and the communication of public events organized in Brussels.
- Participation to networking events.
- Maintaining relations with the institutions (Commission, Parliament, Executive Agencies, French authorities, permanent representations, permanent representations of State members, ...)
- Communicate the university’s results in European calls for projects to European actors and decision-makers
- Preparing, supporting, welcoming and accompanying uB delegations on their trips to Brussels

**SKILLS**

**KNOWLEDGE**

- Functionning of European institutions (proficiency), services and agencies of the European commission (basic knowledge).
- Interest for politics, tools, and European programs to support research, innovation, valorization and higher education.
- French landscape of research, innovation, development and higher education (basic knowledge).
- Interest in the context and actors present in the Bourgogne Franche-Comté region (basic knowledge).

**TECHNICAL AND METHODOLOGICAL EXPERTISE**

- Languages : excellent proficiency in French and English both written and spoken
Writing: excellent writing skills demanded
Negotiation skills
Ability to work in a team
Interest in the political context and technical issues
Event project management in all its dimensions
Mastery of basic office tools

**SOCIAL SKILLS**

- Curiosity, adaptability and willingness to learn
- Autonomy and responsibility
- Diplomacy and discretion
- Capacity to adapt to a wide variety of different actors and cultures
- Dynamism, sense of the image and representation

**REQUIRED DIPLOMA – REQUIRED QUALIFICATION**

An experience in the European field is an asset. The position is accessible to candidates that never had a professional experience but who show great motivation and have a profile related to the required profile.

Qualification: Master’s degree in a field relevant to the assigned missions (European Affairs, Law, political sciences, European economy...)

**CONTRACT – PRACTICE CONDITIONS**

- Foreseeable start of contract: 1st December 2023 or 1st January 2024
- Starting date (forecast): from 1st December 2023 or 1st January 2024
- Contract (category, duration, renewable or no etc.): one year fixed-term contract, renewable for 2 years then a contract of indeterminate duration at the end of the 3 years.
- Full-time
- Work environment and benefits: The position is essentially located in Brussels, with regular travel to Dijon on the University of Burgundy campus which includes:
  - American-style campus with sports facilities available to the staff
  - Access to academic libraries and catalogues
  - Access to the Atheneum (cultural centre) and its program
  - Possible membership of staff associations (equivalent to a work council)
  - Accessibility to the campus by tram and bus or DIVIA bicycles
  - Sustainable mobility package
  - Partial coverage of mutual insurance
  - Numerous catering outlets (university cafeterias...)
- Several days of paid leave
- Possibility of teleworking after 6 months of activity

**REMUNERATION**

From 2 082 € to 3 721 € gross salary per month depending on the diploma, the experience, the professional experience

**APPLICATION**

- List of the required documents: detailed resume and cover letter
- Send application to: candidature-ub@u-bourgogne.fr and indicate clearly the reference of the job offer.
- Deadline for applications: until the position is filled