



**Job title:** EU Open Science Projects Officer

- **Salary** - Scale 10: minimum €2,620,- to maximum €4,154,- gross per month full-time, plus a vacation allowance of 8% and a December allowance of 8.33%.
- **Reports To** - EU Projects Manager
- **Location** - LIBER Office, The Hague
- **Hours of Work** - 100%, 40 hours per week
- **Period of Appointment** - 1 year contract

**About the position:** LIBER is involved in a range of Horizon2020 projects addressing barriers on the path towards Open Science. Potential applicants must be experienced in the issues addressed in these projects, including Open Science, Research Infrastructures, Research Data Management, and Scholarly Communications. The post-holder will be responsible for successfully planning and completing duties listed in the project descriptions of work which have been assigned to LIBER. Experience in Project Management is highly desirable, as is a proven track record in presenting science-related topics to non-experts.

**Main responsibilities:** To undertake the duties listed in the project descriptions of action in close collaboration with other project partners, including the following:

- Acting as a work package-lead and/or task-lead on EU-funded projects: monitor tasks, coordinate deliverables and lead and take minutes in project conference calls;
- Gathering input from the library community regarding Open Science, Scholarly Communication and Research Data Management issues;
- Working with other project partners and contribute to work packages in which LIBER is involved;
- Developing and implement stakeholder engagement plans, and organise dissemination activities such as workshops and events;
- Promoting project outcomes to LIBER's network and raise awareness through workshops, conferences, social media and other tools;
- Writing project deliverables and reports;
- Following H2020 and LIBER's rules and regulations;
- Supporting the EU Projects Manager and the Executive Director of LIBER on request.

**Special Working Conditions:**

- Regular travelling
- Occasional out-of-hours working, including weekends, in association with conferences, meetings and other events

**Contact with Others:**

- This position reports directly to the EU Projects Manager
- LIBER Executive Director, project co-ordinators, project partners, libraries, universities, EU institutions

### **Essential Qualifications**

- A first degree or equivalent qualification in a relevant area (e.g. librarianship, information science, science communication).

### **Desirable Qualifications**

- A project management qualification

### **Essential Skills**

- Experience in participating in EU projects
- Familiarity with/interest in Open Science, Research Infrastructures, Research Data Management, Scholarly Communications and other current issues in research libraries
- Experience in developing and communicating policy, writing reports and position statements
- Experience in organising events
- Experience of current communication tools, in particular social media and website management
- Demonstrable verbal and written communication skills
- Excellent knowledge of spoken and written English
- Creative, flexible and with a demonstrable feeling for innovation
- Demonstrable teamwork and interpersonal skills
- The ability to manage a variety of tasks, prioritise a heavy workload and meet targets
- A logical approach to problem-solving
- The ability to work with minimum supervision

### **Desirable Knowledge and Experience**

- Experience in managing EU projects
- Understanding of one or more European languages other than English

**To Apply:** For an informal discussion regarding the position please contact Simone Sacchi, Interim EU Projects Manager, [simone.sacchi@kb.nl](mailto:simone.sacchi@kb.nl). To apply for this position please submit a CV and covering letter outlining your eligibility for and interest in this position to [a.verheusen@kb.nl](mailto:a.verheusen@kb.nl) and [simone.sacchi@kb.nl](mailto:simone.sacchi@kb.nl) using 'EU OPEN SCIENCE PROJECTS OFFICER' in the subject line.

**Closing Date:** The closing date for applications is May 8<sup>th</sup>, 2017.