KNOWLEDGE TEAM SENIOR ANALYST

The EUN Knowledge team collects and analyses information and data, compares policies and practices, drafts reports and disseminates findings to key educational stakeholders at European and country level. It brokers evidence from research, policy and practice to policy-makers and practitioners. It runs research and pilot projects and coordinates thematic working groups.

The Knowledge team is looking for a self-motivated and well-organised senior educational analyst with knowledge and experience in educational policy and practice, in particular in the areas of digital education, innovative teaching and learning practice (personalization, collaboration, active teaching methods), new forms of assessment (digital, formative, self- and peer-assessment), blended and remote learning environments, digital gap, classroom/school learning spaces.

The selected person will help advance European Schoolnet's support for educational policy reforms and adoption of innovative practices in Europe. S/he will have a proven track record in project management and implementation in a European context. S/he will have experience in team, external experts, partners and project management, and knowledge of managing project budgets.

MAIN RESPONIBILITIES:

Research, analysis and write notes/reports: conduct research and analysis to contribute to the various areas listed above at the European and/or national levels; draft analysis documents for consideration by policy makers and practitioners, as well as briefings and other communications aimed at non-technical audiences; formulate sound policy assessments and recommendations, taking into account good practices, comparative data, benchmarks and indicators.

Co-ordination and project management: ensure timeliness and a high level of analytical and editorial quality in the preparation and publication of documents; contribute to the overall development of the team activities; develop, implement and monitor specific projects ; help establish and supervise multidisciplinary teams of experts, and/or peer review processes.

Liaison, Dissemination and Representation: liaise with partners in projects; design and deliver high quality activities such as seminars and workshops to a variety of audiences (policy analysts and senior public officials, schools leaders, practitioners).

PROFILE:

An advanced university degree in education sciences (a strong asset) or social sciences.

Professional Background: a minimum of eight to ten years' relevant experience and proven record in policy-oriented analysis in the European Schoolnet areas of activity (as listed above: digital education; innovative teaching and learning practice like

personalization and collaboration; new forms of assessment like digital, formative, self- and peer-assessment; blended and remote learning environments; digital gap), a solid understanding of qualitative and quantitative analysis approaches, knowledge of the educational context and issues in European countries; in-depth knowledge of education systems and education policies in European countries and at EU level.

Proven analytical skills and ability to write professionally in English.

Demonstrated organisational, analytical and oral presentation skills.

Experience working effectively under pressure in a diverse, team-oriented environment.

Demonstrated hands-on and action-oriented approach and capacity to work independently.

Experience in project and team management.

LANGUAGES:

Fluency in English, and knowledge of another EU 27 language; additional languages would be an advantage.

COMPETENCES

Job related skills: analytical thinking, strategic and critical thinking, lateral thinking, organizational skills, coordination skills, strong writing skills (in English), communication skills, networking skills, knowledge management.

Transversal/soft skills: relational efficiency (team spirit, flexibility, leadership, self- awareness); performance effectiveness (task effectiveness, creative problem solving, action oriented, continuous improvement, autonomy and pro activity, quality orientation; business development (communication effectiveness, business orientation and advocacy focus).

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning

- Improve and raise the quality of education in Europe

- Promote the European dimension in education

USEFUL INFORMATION:

Duration: Twelve month fixed-term contract, renewable.

Deadline for applications: Motivation letter and curriculum vitae to be sent by **27 January 2021**, 23:00 CET, to the following email address: jobs@eun.org

Benefits: Salary according to education and relevant experience, meal vouchers, travel expenses support, DKV-Hospitalia

Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to jobs@eun.org including 'Knowledge Team Senior Analyst' in the subject line. The motivation letter should show how your background and interests fit the tasks planned for this post.

PLEASE NOTE:
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.