



## CALL FOR THE POSITION OF EXECUTIVE SECRETARY, EUROPEAN POLAR BOARD

The European Polar Board (EPB) is an independent organisation that focuses on major scientific, policy, and strategic priorities in both the Arctic and Antarctic regions. Current EPB membership includes research institutes, funding agencies, scientific academies and polar operators from across Europe. The EPB promotes multilateral collaborations between our Members and provides a single contact point for the global polar research community. The EPB advances the collective knowledge of polar issues, particularly in the context of European societal relevance. The Executive Secretary works with the EPB Chair, the Executive Committee, and the broad EPB membership, to advance coordination in polar research effectively, foster multilateral collaboration and knowledge sharing. The Executive Secretary should initiate and maintain links with national and international organisations as required and will represent the EPB externally in major ongoing activities such as the IPY, ICARP IV, and other polar initiatives as deemed necessary.

The EPB is a partner in several large projects funded by the European Union (e.g. EU-PolarNet 2, Arctic PASSION, OCEAN:ICE, POLARIN, and others). The EPB's work within projects includes communication with policymakers, organisation of events (both online and in-person) for a variety of audiences, and various other tasks related to policy advice and communications. The Executive Secretary leads the efforts at successful delivery of project responsibilities, leading Work Packages, Tasks and Deliverables on behalf of the EPB. From January 2025, the EPB will host the newly established European Polar Coordination Office (legacy of EU-PolarNet 2) within its Secretariat.

From January 2025, the EPB Secretariat will be hosted by the University of Umeå, Sweden, where this position is based. At the start of their term, the incumbent will lead on setting up the new offices in Umeå, as well as the new Swedish legal entity for successful functioning of the EPB.

More information about the EPB can be found at [www.europeanpolarboard.org](http://www.europeanpolarboard.org)

### ROLE ACCOUNTABILITIES

#### **1. Implementation of EPB strategy and activities, and external representation of EPB**

On behalf of the EPB, the Executive Secretary provides overall management, develops and implements actions to best meet the needs of EPB Members, both internally and in coordination with external partners. This includes supporting the EPB Plenary, Chair, Executive Committee, and also the European Polar Coordination Office. In particular, the Executive Secretary:

- Develops and implements activities to catalyse and support EPB Members' requirements,
- Develops and implements activities, with EPB Members, other European and International partner organisations, to raise the profile of polar research in Europe and globally,
- Represents the EPB in relevant external activities, eg ICARP IV, IPY and any others.

#### **2. Management and administration of EPB and its Secretariat**

The Secretariat is managed by the Executive Secretary with a direct responsibility to the EPB Plenary. Within this framework, the Executive Secretary:

- Hires and manages any additional staff within the Secretariat, including that for EPCO,

- Leads on operational and management support to all EPB Action Groups, Executive Committee and all EPB Members, and the EPCO,
- Coordinates the organisation of EPB Plenary Meeting - including planning and preparation for the in-person meeting, producing meeting papers, liaising with the hosting organisation and post-Plenary reporting,
- Leads on organisation of the Executive Committee and any other EPB meetings as necessary, supervising the drafting and finalisation of EPB meeting documents and reports.

### **3. Finance**

The Executive Secretary is responsible for managing and maintaining oversight of the EPB finances according to both the EPB's and the host country's (Sweden's) financial regulations and procedures. In particular, the Executive Secretary:

- Provides the EPB with annual statements of expenditures and budgets at each Plenary Meeting, for both EPB funds and for externally funded activities,
- Ensures compliance with any financial and other reporting for externally funded activities,
- Ensures compliance with Swedish regulations through full and timely reporting of activities and finances.

### **4. Supporting the work of externally funded projects**

The Executive Secretary represents the EPB in any externally funded project consortia. In particular, the Executive Secretary:

- Leads the efforts at successful delivery of project responsibilities on behalf of the EPB,
- Leads on any reporting requirements of externally funded projects,
- Endeavours to secure external funding, through participation in relevant project proposals, with advice from the Executive Committee and EPB Plenary.

### **THE EPB OFFERS:**

The European Polar Board Secretariat will be hosted by the Arctic Centre at the University of Umeå in Sweden, where this position is based. The Executive Secretary will be required to live in Umeå and also to undertake significant overseas travel.

With an expected commencement date in September - October 2024, the initial employment opportunity with the EPB will be for a 5-year period (with an initial 6 month probation period). Subsequent employment for a second 5-year term will be contingent upon performance. The successful candidate is eligible to serve two 5-year terms, totalling a maximum of 10 years.

Working with the EPB entails:

- The opportunity to lead a small, dynamic team conducive to professional development,
- Quick immersion into European polar research community,
- Networking opportunities and participation in high level forums,
- A competitive salary and allowances,
- Some relocation support (with prior agreement) – for candidates moving to Sweden for this position.

The EPB offers a salary range equivalent to that of a Professor in Sweden. Salary offered will be based on qualifications and experience of the successful candidate. Further details of employment conditions are available at <https://www.umu.se/en/work-with-us/benefits/>. Some advice on tackling the Swedish job market, and in particular, opportunities in Umeå will be provided by Umeå University and other organisations based in Umeå for the incumbent's partner/spouse.

## HOW TO APPLY

Please send via email, in a single file (preferably in PDF format), your application package containing:

- 1) CV (in Europass format) with contact details of three referees,
- 2) 2 page cover letter,
- 3) Annexes, if any.

This should be sent via email to [epb@nwo.nl](mailto:epb@nwo.nl) - please note that we aim to acknowledge the receipt of each application within 24 hours. If you do not receive an acknowledgement, please resend your application to us.

The closing date for receiving applications for this position is Wednesday **5th June 2024**.

### Selection process:

**Shortlist** - Individuals on the shortlist will be contacted soon after 5th of June.

**In-person Interviews** with selected candidates are planned in **Umeå, Sweden** on the **9th and 10th of July 2024**. Please let us know which of the two dates are preferable for you in your application.

### Your CV and cover letter should address:

- 1) Your academic achievements, either PhD (or equivalent) and other professional achievements
- 2) A strong work ethic evidenced by a proven history of efficient, effective, responsive and productive work performance
- 3) Creating effective working relationships, as evidenced by:
  - Communicating and successful work with a diverse range of international partners at all levels,
  - Capacity to represent an organisation internationally, building successful collaborations,
  - Capacity to address and resolve matters, including sensitivity to different cultural backgrounds,
  - Demonstrating good social skills.
- 4) Knowledge and skills, as evidenced by:
  - Scientific background in polar research or related areas like oceans and climate, with a PhD or equivalent scientific experience,
  - Proven experience in national / international polar programmes / organisations or with polar infrastructures,
  - Proven experience in administration, fundraising and financial management,
  - The ability to work with little or no supervision,
  - Leadership / management skills, ability to supervise a team,
  - Strong computer skills (MS Office, electronic databases, web management),
  - Written and oral proficiency in English (EPB's working language), is mandatory, and the level of fluency expected is at C2 level,
  - Working knowledge of other European languages is an advantage.

The EPB is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

## CONTACT

For more information on the call and any general questions, please contact EPB Secretariat at [epb@nwo.nl](mailto:epb@nwo.nl). For specific questions regarding the position, please contact the Chair of the EPB, Dr Nicole Biebow, at [nicole.biebow@awi.de](mailto:nicole.biebow@awi.de)