

Vacancy: Policy Advisor (1.0 fte)

The organisation: Maastricht University (UM)

Based in Europe, focused on the world. Maastricht University is a stimulating environment. Where research and teaching are complementary. Where innovation is our focus. Where talent can flourish. A truly student-oriented research university.

Maastricht University (UM) has a reputation for innovative, problem-based learning characterised by a small-scale, student-centred approach in a highly international setting. Located in the heart of Europe, UM truly is the most international university in the Netherlands. Having recently celebrated its fortieth anniversary, the university now has a student body upwards of 18,000 and 4,300 employees, and is continuing to grow. Its international character is also clearly reflected in its share of international students and staff. UM comprises six faculties, which offer a total of 18 bachelor's programmes and more than 50 master's programmes. Many of these programmes have an international or European orientation.

The Department: Academic Affairs

Academic Affairs is a dynamic and ambitious department, responsible for advising and supporting the Executive Board and the faculties in the areas of research, education, knowledge valorisation, internationalisation and strategic development of the university.

The position

This role focuses on policy advice and quality assurance in the largest sense of the term; it can apply to education, research, or internationalisation. An example would be monitoring the plans as presented in several accreditation reports (such as the CeQuInt qualification in internationalisation), evaluating progress on these plans and adjusting plans where necessary. This role combines work at institutional level with supporting and guiding processes within the faculties. In addition, it is encouraged to take on work in other areas that align with your expertise or interests. This can translate into drafting policy proposals, (impact) analyses, prognoses, evaluations and presenting alternative approaches. You will participate in internal meetings and as needed you will represent UM in meetings with (inter)national universities and organisations, such as the Ministry of Education, Culture and Science or VSNU. Furthermore, as a policy advisor you have an important signalling function of the importance of (inter)national developments for the organisation. You need to have the ability to 'translate' complex matters into pragmatic solutions for UM.

The role

Qualifications

The right person for this position has an analytical mind, stress resilience and excellent communication skills. We are therefore looking for the following competences:

- Conceptual: analytical, strategic insight and judgement, aware of environment, innovative. Familiarity with quantitative and qualitative evaluation methods.
- Interpersonal: knowledge of and experience in working in a dynamic, governance-political environment.
- Personal: independent, accurate, able to manage a high work load and a strong communicator. Power of persuasion is very important in this position.
- Operational: goal-oriented, able to perform under pressure, excellent verbal and written skills in English (min. C-1 level) and Dutch (min. B-1 level).

Background and experience:

You have a graduate level academic education with 3-5 years relevant work experience.

Conditions of employment:

We offer a 1.0 fte appointment for 1 year with, in case of good performance, the prospect of a fixed appointment after one year. Due to the nature of the position is working part time not possible. Remuneration will be according to standard salary levels, depending on education and relevant work experience. This implies a minimum of € 3,637.00 and a maximum of € 4,978.00 gross per month for a full-time appointment of 38 hours per week (salary scale 11, Dutch Universities Conditions of Employment). Each year the standard salary is supplemented with a holiday allowance of 8% and an end-of-year bonus of 8.3%.

Start date: as soon as possible, in agreement

Information:

You can find more information on the Maastricht University website (www.maastrichtuniversity.nl). For specific questions about this position, please contact Nieke Guillory (n.guillory@maastrichtuniversity.nl), Associate Director Academic Affairs.

Job application:

Maastricht University is committed to nurturing an inclusive culture and a welcoming atmosphere. This inclusiveness strategy has resulted in a very diverse representation of nationalities and cultures. We strongly believe that diversity (including, but not limited to nationality, age and gender) of the staff and student population will increase the quality of UM education & research. Fostering diversity and inclusivity creates an academic community where individual talents thrive, and values and differences are cherished. We strongly encourage you to apply if you are qualified for this position.

Would you like to submit your interest for this position, please provide digital copies of your motivation letter and your curriculum vitae.

Please respond before August 26 2019 by submitting your application to povacatures@maastrichtuniversity.nl mentioning the vacancy number AT2019.165.