



EIC Scientific Secretary

Call for Expression of Interest

Reporting to:	EIC Chairman of the Board	Work location:	Flexible
Length of engagement:	2 years	Time fraction:	Flexible / casual – the work load will vary and can be tailored to other obligations, e.g. ongoing studies

About the European Implementation Collaborative (EIC)

The European Implementation Collaborative is a network organization for individual and organisational stakeholders who engage in the implementation of research findings in human service practice and policy. We build links and exchange learning about implementation science and practice within Europe.

We aim to improve the life of children, youth, adults, and families in Europe through effective evidence-informed implementation of evidence-informed human services.

Our objectives are to:

- Promote greater awareness and understanding of implementation science and practice within and across European welfare and human service systems.
- Create an infrastructure for cross-European exchange of the ‘know what’, ‘know why’, and ‘know how’ of implementation practice and science.
- Identify and develop a common Europe-specific knowledge base and language on implementation in order to define the specific contextual factors of the European human service delivery systems that encompass implementation work in European countries.
- Link the individuals and groups working in this area in Europe back to the growing global community of implementation science and practice and contribute a European perspective to the wider development of the field.

More information about the EIC can be found on [our website](#).

As a consequence of recent EIC growth and increased network activities, the EIC is looking for a suitable freelance individual consultant with adequate skills and competencies to deliver a range of support services on an as-needed basis.

We invite individuals – e.g. PhD students, freelance research assistants or other candidates with a comparable profile – who are located in a European country to forward their expression of interest in providing these services.



Purpose

The key purpose of the EIC Scientific Secretary is to strengthen the daily operations and long-term development of the EIC.

The EIC Scientific Secretary will conduct distinct research tasks; provide secretarial administrative support to the EIC board; and support, facilitate and contribute to network communication and activities such as webinars, conferences, and other events.

With this EoI being launched for the first time, the preferred candidate delivering the services will have opportunities to participate in defining the final scope of work agreement.

Scope of Work

- Research:
 - Conducting rapid, systematic literature reviews addressing research questions focused on implementation science and practice within human services
- Network communication:
 - Curating content for and maintaining the EIC website
 - Curating content for and administering the monthly EIC newsletter
 - Curating content for and administering EIC social media (twitter, LinkedIn)
- Event management:
 - Supporting the organisation of EIC events, including webinars, workshops and conferences
- Secretarial support:
 - Supporting the EIC Chairman of the board in ensuring the smooth functioning of the EIC board and Advisory Committee, including organising, minuting and following up on meetings effectively
 - Managing and maintaining EIC records and administration, including EIC membership databases and finances
 - Answering e-mails, handling EIC correspondence
 - Managing EIC website administration and development
- Other:
 - Working in an integrated way with board members and others as required
 - Managing EIC stakeholder relationships, including funders, European / international institutions, intermediaries
 - Representing the EIC at relevant forums and meetings
 - Other duties as required

Conditions

- The expected work load equals 3-4 weekly hours but will vary substantially over time.
- At times, work may occur outside of normal work hours
- The planning of work will occur on a monthly basis and be tailored to the candidate's other study / work obligations.
- The preferred candidate will work with the EIC on a freelance basis and invoice the EIC on a monthly basis using the € currency.
- The EIC Scientific Secretary will be paid at an hourly rate of €13.
- The EIC Scientific Secretary will report to the EIC Chairman of the Board.



Required Competencies

- Services:
 - Knowledge of and commitment to the work of the EIC
 - Documented basic understanding of the field of implementation science and / or related disciplines, e.g. improvement science, knowledge translation and mobilisation
 - Strong commitment to evidence-based practice in human services (health, social welfare, education)
 - High motivation
 - Ability to show initiative, solve problems, analyse and interpret data
 - Demonstrated communication and interpersonal skills including problem resolution and a collaborative teamwork
 - Ability to work independently and in a virtual work environment
 - Ability to establish priorities, set and maintain deadlines
 - Experience with the conduct of literature reviews, including the use of e.g. Endnote, Covidence, electronic literature databases etc.
 - Native-level fluency in oral and written English
- Personal:
 - Practices with a high level of integrity and professionalism
 - Commitment to the ongoing development of a strong team culture
 - High levels of motivation and energy
 - Eager to participate and contribute to a learning environment
 - Ability to be proactive and positive in solving problems.

Key Selection Criteria

- Education: Master's degree in health, social science, or related discipline
- Knowledgeable of and experienced in utilising implementation science
- Skilled and experienced in conducting literature reviews
- Ability to work independently and thrive in a primarily virtual work environment
- Evidence of a high level of personal productivity and work impact
- Strong team work skills
- Exceptional written and verbal communication skills
- Located in Europe

Contact

Please submit your Expression of Interest, including a detailed CV to EIC's chairman of the board Bianca Albers (balbers@implementation.eu) by **September 17, 2018**.
