Reference number 386/2022

Science Policy Coordinator (m/f/d)

Founded in 1409, Leipzig University is one of Germany’s largest universities and a leader in research and medical training. With around 30,000 students and more than 5000 members of staff across 14 faculties, it is at the heart of the vibrant and outward-looking city of Leipzig. Leipzig University offers an innovative and international working environment as well as an exciting range of career opportunities in research, teaching, knowledge and technology transfer, infrastructure and administration.

The German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig is a National Research Centre funded by the German Research Foundation (DFG). Its central mission is to promote theory-driven synthesis and data-driven theory in this emerging field. Located in the city of Leipzig, it is a Central Institution of Leipzig University and jointly hosted by the Martin Luther University Halle-Wittenberg, the Friedrich Schiller University Jena and the Helmholtz Centre for Environmental Research (UFZ). More information about iDiv: [www.idiv.de](http://www.idiv.de)

The German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig seeks to fill the above position as soon as possible.

**About the position**

- Fixed term for the duration of maternity leave and possible parental leave
- 100% of a full-time position
- Planned remuneration: salary group 13 TV-L
- Place of work: Leipzig.

At iDiv, we recognise the importance of the Science Policy interface through the participation of our scientists in international assessments and knowledge exchange activities. We have an internal Science Policy Committee composed of iDiv scientists and an external Science Policy Advisory Board, engaging policy and decision-makers from the local to the global scale, and across government agencies, non-governmental organisations and the private sector. iDiv aims at being “policy relevant, not policy prescriptive”. For example, iDiv aims at developing science that can inform on the monitoring of biodiversity change and progress towards international sustainable development goals, on the post-2020 discussions in the context of the Convention on Biological Diversity, on agricultural biodiversity and the Common Agricultural Policy, on protected area management and ecological restoration, among other topics. The aim is to be highly integrative, by generating policy-relevant translation of iDiv science and by creating synergies between the different iDiv members and stakeholders. To amplify our impact on decision-making, for our policy-relevant activities we are seeking a Science Policy Coordinator for maternity leave and possible parental leave.

**Duties**

- Overall coordination of Science Policy activities at iDiv, including logistic support of the Science Policy Committee and the Science Policy Advisory Board
- First point of contact for requests to iDiv by decision-makers and representation of iDiv at Science Policy events
- Collaborating with iDiv partners to coordinate joint efforts on Science Policy activities
- Advising and counselling of iDiv researchers in Science Policy questions
- Identifying and fostering opportunities for collaboration of iDiv researchers with government agencies, non-government agencies and the private sector, including writing grant proposals
- Organising the production of reports and joint position papers of iDiv research on societally relevant research topics
- Organisation of dedicated events on Science Policy issues with experts from politics, practice and science.

**Requirements**

- Applicants must have an MSc/MA degree in natural or social sciences and experience in research, ideally demonstrated with a PhD. Due to the integrative nature of iDiv, motivated scientists from all subject areas are welcome to apply.
- Proven expertise and experience in working at the science-policy-practice interface and with stakeholders as well as in independent organisation of events, ideally of at least two years
Knowledge of the biodiversity policy and stakeholder landscape, both at the national and international level (e.g. German Biodiversity Strategy, Convention on Biological Diversity, Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services and similar)

Experience in writing policy briefs desirable

Experience in independent project management and coordination of teamwork desirable

Excellent command of German and English (both oral and written) essential.

What we offer

• A highly dynamic, collaborative and interdisciplinary working environment
• Flexible working hours and work-life balance
• The working language at iDiv is English
• iDiv is a highly international centre with employees from over 30 countries and various forms of support for employees from outside of Germany (Welcome Centre, German classes, etc.)
• Leipzig is an attractive city with rich culture and beautiful surroundings, and international visitors usually find it easy to settle in.

Please send your application, quoting reference number 386/2022, via our application portal under https://apply.idiv.de by 2 January 2023. While we prefer applications via this portal, hard-copy applications may also be sent to: German Centre for Integrative Biodiversity Research (iDiv), Professor Aletta Bonn, Puschstraße 4, 04103 Leipzig. We kindly request that you submit copies only, as we are unable to return application documents. Interview expenses will not be reimbursed.

Applications should include:

• Cover letter (in English) describing motivation for applying
• A list of publications and a list of science-policy activities/publications
• Digital copy of MSc/MA certificate and if applicable PhD certificate
• Contact information of two scientific referees.

For queries on the application process, please contact our HR Department (hr@idiv.de); for questions related to the position, please contact Professor Aletta Bonn (aletta.bonn@idiv.de).

Leipzig University aims to increase the proportion of women in positions of responsibility and therefore expressly invites qualified women to apply. Severely disabled persons – or persons deemed legally equal to them under Book IX of the German Social Code – are encouraged to apply and will be given preference in the case of equal suitability.

iDiv is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission to do great science. We welcome, recruit, develop and advance talented staff from diverse genders and backgrounds.

Privacy information

If you choose to apply and send us your documents, you do so voluntarily. Any personal data contained within your application documents, or obtained during an interview, will be processed by Leipzig University – as the advertiser of the position – exclusively for the purposes of the selection process for the position advertised. It will not be passed on to third parties without your consent in the individual case. The legal basis for such data processing is Sect. 11(1) of the Saxon Data Protection Implementation Act (SächsDSDG) in conjunction with the EU General Data Protection Regulation (GDPR). The controller for the application process within the meaning of the GDPR is the addressee of the application, specified in the advertisement. Your personal data will be stored for six months after the end of the recruitment process and then erased or destroyed in accordance with data protection regulations. You may refuse or withdraw your consent with effect for the future without giving reasons. In these cases, Leipzig University will not or no longer be able to process and consider your application. Under the GDPR, subject to the relevant statutory requirements you have the following rights vis-à-vis the addressee of the application with regard to your personal data: right of access (Art. 15 GDPR); right to rectification of inaccurate personal data (Art. 16 GDPR); right to erasure (Art. 17 GDPR); right to restriction of processing (Art. 18 GDPR); and right to object to processing (Art. 21 GDPR). If you have any questions, please contact the Data Protection Officer at Leipzig University (office: Augustusplatz 10, 04109 Leipzig). You also have the right to lodge a complaint with the Saxon Commissioner for Data Protection.