



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

## Role description

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| <b>Job title</b>                                   | Scientific Committee Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job family</b>                                  | Core                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Job sub-family</b>                              | Science & Regulation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Entry grade</b>                                 | FGIV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Role summary</b>                                | <p>Co-ordinate and supervise the operation of Committee meetings and activities. Support best practices for the Committees activities and serve as the institutional memory on the work performed by the Committees.</p> <p>Provide direct expertise and competence in specific technical areas relating to the coordination of the Committee with associated operational areas of the Agency and ensure appropriate cross-Committee cooperation and communication in collaboration with relevant scientific leads.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Standard role duties &amp; responsibilities</b> | <p>The duties of the role are performed under the supervision, including guidance and support, of temporary staff.</p> <p>Responsible for the preparation of meetings, agendas, and time schedules, anticipating issues requiring attention by identifying key critical discussions that may arise during the meeting;</p> <p>Evaluate competing interests of meeting participants in relation to the agenda in accordance with the Agency's policy, and restricted participation of Committee members arising from the Declaration of Interests;</p> <p>Responsible for recording Committee outcomes and for the preparation of meeting minutes;</p> <p>Ensure agendas, minutes and corresponding templates are adequately framed as per the applicable regulation;</p> <p>Responsible for ensuring the publication of agendas and minutes in accordance with the transparency policy and for providing support and clarification to the wider EMA Secretariat on agendas and outcomes;</p> <p>Ensure adequate record management of meeting documents and adequate access to experts and the EMA secretariat;</p> |

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|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | <p>Ensure strict adherence to the Rules of Procedure (RoP) of the Committee and its established practices and give expert advice on the application of the RoP, practices and precedents;</p> <p>Responsible for the effectiveness, efficiency and continuous improvement of processes across Committees and for the adherence to agreed standards;</p> <p>Facilitate the coordination between Committees in cooperation with the Scientific Committee Leads and relevant EMA functions; also manage and coordinate the preparation of the Committee work plan and monitor and report on its implementation;</p> <p>Escalate matters of significance for information or action to the Committee Senior Specialist or the Head of Office as required, in particular, those with significant reputational, policy, compliance or resource implications;</p> <p>Provide, as delegated, scientific, regulatory or procedural support in pre- and post-authorisation activities related to medicines.</p>                                                                                                                                                                                 |
| <b>Role specific duties &amp; responsibilities</b> | <p>The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in:</p> <p>activities of the organisational entity within which the job holder carries out those tasks;</p> <p>the set of annual performance and development objectives, which are established together with the reporting officer;</p> <p>the requirement to comply with SOPs, WINs, confidentiality undertaking and other documentation relevant to the role and its scope. These will be agreed with the reporting officer upon assuming duties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Managing resources</b>                          | No management or supervision of resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Communication and professional contacts</b>     | <p>Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations.</p> <p>Regular professional contacts with others inside and/or outside the Agency on functional matters. Solicits/gives information, provides advice/guidance and should use initiative. A likely requirement is to influence others' thinking and negotiate with various parties within own job responsibilities. Normally connected to the Agency's core business or a project.</p> <p>In particular, a Scientific Committee Officer will:</p> <p>Provide support and regulatory memory to achieve consistency of Committee outcomes;</p> <p>Facilitate the coordination between Committees in cooperation with the Scientific Committee Leads and relevant EMA functions; also manage and coordinate the preparation of the Committee work plan and monitor and report on its implementation.</p> |

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|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Essential requirements</b><br>Education<br>Experience<br>Skills & knowledge<br>Certificates | <b>Education</b>                                                                                                      |
|                                                                                                | A level of education which corresponds to completed university studies of at least three years attested by a diploma; |
|                                                                                                | <i>Field of study:</i>                                                                                                |
|                                                                                                | Life science (e.g. biology, chemistry, biochemistry, pharmacy).                                                       |
|                                                                                                | <b>Experience</b>                                                                                                     |
|                                                                                                | Up to 3 years of full-time professional relevant experience.                                                          |
|                                                                                                | EU Pharmaceutical legislation;                                                                                        |
|                                                                                                | In multinational environment.                                                                                         |
|                                                                                                | <b>Skills &amp; Knowledge</b>                                                                                         |
|                                                                                                | Organisational skills;                                                                                                |
|                                                                                                | Record management;                                                                                                    |
|                                                                                                | Regulatory mindset.                                                                                                   |
|                                                                                                | <b>Certificates</b>                                                                                                   |
|                                                                                                | n/a                                                                                                                   |
|                                                                                                |                                                                                                                       |
| <b>Nice to have</b><br>Education<br>Experience<br>Skills & knowledge<br>Certificates           | <b>Education</b>                                                                                                      |
|                                                                                                | n/a                                                                                                                   |
|                                                                                                | <b>Experience</b>                                                                                                     |
|                                                                                                | In the field of medicines regulation;                                                                                 |
|                                                                                                | In NCA or/and industry.                                                                                               |
|                                                                                                | <b>Skills &amp; Knowledge</b>                                                                                         |
|                                                                                                | n/a                                                                                                                   |
|                                                                                                | <b>Certificates</b>                                                                                                   |
|                                                                                                | n/a                                                                                                                   |
|                                                                                                |                                                                                                                       |

| Category                       | Competency                       | Proficiency level |
|--------------------------------|----------------------------------|-------------------|
| <b>Role competencies</b>       | n/a                              | n/a               |
|                                | n/a                              | n/a               |
| <b>Sub-family competencies</b> | Regulatory frameworks & strategy | Basic             |
|                                | Applied knowledge                | Basic             |
| <b>Grade competencies</b>      | Adaptability and agility         | Intermediate      |

|                          |                                          |              |
|--------------------------|------------------------------------------|--------------|
|                          | Coping with pressures and setbacks       | Intermediate |
|                          | Analysing and problem solving            | Intermediate |
| <b>Core competencies</b> | Ethics and integrity                     | Intermediate |
|                          | Team collaboration                       | Intermediate |
|                          | Customer centricity                      | Intermediate |
|                          | Results orientation                      | Intermediate |
|                          | Communication                            | Intermediate |
|                          | Cross-cultural sensitivity               | Intermediate |
|                          | Continuous learning and self-development | Basic        |