

Job Description	Executive (Policy Intelligence)
Date	June 2019
Location	Malta Council for Science and Technology
Purpose of the Position	
<p>The Policy, Strategy and Internationalisation Unit at the Malta Council for Science and Technology (MCST) is responsible for the following key areas:</p> <ul style="list-style-type: none"> • providing policy advice to government in the areas of research, innovation and space • representing Government in various international forums related to research, innovation and space • oversee the implementation of the National Strategy for Research and Innovation (R&I) and Action Plan • developing outreach strategies to engage the local research community and administer support measures aimed at strengthening Malta's participation in internationalisation programmes. <p>The Executive will be part of the Policy & Strategy Section at MCST and will be focusing on collecting and analysing R&I data, and carry our R&I related studies and evaluations.</p>	
Core Deliverables/Accountabilities	
<ol style="list-style-type: none"> 1. To support in the drawing up of national research and innovation positions and strategy development through the provision of evidence-based advice. 2. Examine the effects of current R&I policies and government R&I programs. Including assessing the impacts, financial implications, and administrative feasibility. 3. Formulating and analysing R&I related studies and evaluations, by researching social, economic and industrial trends, preparing briefing papers and recommendations for policy changes, and advising on preferred options. 4. Liaising with colleagues to identify information gaps within the unit and devise and undertake studies to address these. 5. Liaise closely with the statistics R&I officer to provide the qualitative context of the statistics gathered/analysed by the latter. 	

6. Work closely with all local R&I players including academia, private organizations, public research institutes, industry representatives, and government policy units, to gather the necessary evidence base according to MCST's identified requirements.
7. Act as an established contact point for various Ministries and other government entities in order to identify and mentor possible R&I activities within the entity.
8. To contribute as may be necessary to the monitoring of research and innovation activities and trends in Malta and assist in the collection and interpretation of relevant statistical information.
9. Provide input to R&I benchmarking and mapping studies, both on a national and EU level.
10. To support in the drafting and updating of national R&I policy and strategies.
11. To prepare for and participate in relevant EU fora where R&I matters are discussed.
12. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.
13. Other duties as assigned by his/her superiors.

Supplementary Deliverables/Accountabilities:

1. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.

NOTE: This job description is not exhaustive, and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements.