

Job Description	Executive (Policy & Strategy)
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 responsible for assisting in the development of policy, recommending suitable positions in response to EU initiatives, assisting in representing Government in international forums and supporting the implementation of the National R&I Strategy 2020.</p>	
Core Deliverables/Accountabilities	
<ol style="list-style-type: none"> 1. To support in the drafting, updating and implementation of the national research and innovation (R&I) Strategy and supporting action plan. 2. To support in the drawing up of national position papers regarding R&I, prepare policy briefs and coordinate MCST's response on EU R&I policy initiatives, including liaising with other R&I players as necessary. 3. To work closely with all local R&I players including academia, private organizations, public research institutes, industry representatives, and government policy units regarding the implementation of the national R&I Strategy. 	

4. 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, as well as, provide input to R&I benchmarking and mapping studies, both on a national and EU level.
5. To prepare for and participate in relevant EU fora where R&I matters are discussed.
6. To contribute positively to the achievements of MCST's goals and objectives by participating as a productive member of the MCST workforce.
7. 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.