

ESPI vacancy notice [f/m/x]

Research Manager – Full time

The European Space Policy Institute is looking to employ one or more Research Manager(s) at the premises of the Institute in Vienna, starting in 2022.

About the European Space Policy Institute

The European Space Policy Institute (ESPI) is an association ruled by Austrian Law, based in Vienna, founded at its inception (2003) by the European Space Agency (ESA) and the Austrian Research Promotion Agency (FFG) and supported by members including national space agencies, the European Commission, and leading space industry companies.

The Institute provides decision-makers with an informed view on mid-to-long-term issues relevant to Europe's space activities. In this context, ESPI acts as an independent platform for developing positions and strategies.

ESPI fulfils its objectives through various multidisciplinary research activities giving way to the publication of insights, reports, articles, executive briefs, proceedings or position papers and to the organisation of conferences and events including the annual ESPI Autumn Conference. Located in the heart of Vienna, the Institute developed a privileged relation with the United Nations Office for Outer Space Affairs and with a network of researchers and experts in Europe and across the globe.

More information on ESPI is available on our website: www.espi.or.at

Fields of activities and duties

As a member of ESPI Management Team and in direct support to the Director, the Research Manager is expected to lead one or several of the space domains addressed by ESPI, i.e.

- a. **Policy & Strategy**, including strategic collaboration with UN, ISPL and other national, European or international entities, space agencies, addressing institutional programmes aspects, including legal questions and general governance of space programmes, space and civil society, as well as ESPI work in hosting the secretariat of the European Interparliamentary Space Conference (EISC)
- b. **Economy, Digital and Green**, including commercialization, NewSpace and private investments, public-private initiatives, industry and innovation, Green Deal, digitization, and downstream and applications in vertical markets
- c. **Security & Defence**, including Safety, Sustainability and Space Traffic Management as well as crisis response
- d. **Exploration & Human Spaceflight**, including launchers and access to space, and space science

The Research Manager will lead a team of Research Fellows in conducting

- ESPI baseline activities as well as
- different external projects of the Institute

specific to the respective space domain(s).

The baseline activities include ESPI research studies, events organization, sector watch, presentations and any other ESPI baseline activities initiated and conducted by ESPI as independent think tank. In the respective space domain(s), the Research Manager and team will

- produce ESPI Reports to offer an in-depth perspective and analysis on a specific topic, combining thorough independent analysis with vision in order to formulate policy advice and recommendations.
- provide Executive Briefs to address decision makers and others and draw attention to particular issues and challenges
- deliver ESPI Insights to offer a synthetic overview of major developments in the global space sector over a specific period
- contribute to the ESPI Yearbook on Space Policy as an annual publication, which provides an overview of major developments and trends in space policy, industry, programmes, economy and overall worldwide activity over the year.
- organise ESPI events as required, including report launch events and ad-hoc workshops or conferences on emerging issues as well as contribute to the ESPI Autumn Conference, bringing together eminent space professionals to discuss and reflect on a chosen theme.

The external projects of the institutes under the lead of the Research Manager will be performed on behalf of ESPI members and other stakeholders and third parties in the respective space domain(s). Anticipated growth areas of external projects, to be developed include but are not limited to Green Deal; Commercialization; Security, Space Safety and crisis response.

It is a particular objective of the post to stimulate the growth of ESPI activities, including with a wider network of collaborators in the respective space domain for the ESPI baseline activities as well as for the external projects.

Duties and responsibilities envisioned for the position(s) and specific for the respective space domain(s) include:

- Identification, elaboration and promotion of relevant topics for future research activities of the institute in the given space domain(s) and growth of a network of experts and collaborators
- Workplan development and implementation:
 - Development of ESPI workplan including selection and organisation of activities, planning of human and financial resources, etc.
 - Preparation and negotiation of proposals for requested, competitive and independent projects,
 - Overall management and coordination of ESPI team activities including space policy research, events organisation, support to decision-making processes, space sector watch, etc.
- Projects methodology, conduct and delivery:
 - Crafting of tailored methodologies and processes for ESPI activities focused on achieving project objectives according to stakeholders needs and expectations,
 - Participation and supervision of projects including progress monitoring, stakeholders relations, complex decisions, formulation of conclusions and recommendations, quality assurance and way forward.
- Research team leader (5+ staff members):
 - Recruitment and management of ESPI research staff,
 - Team coaching and capacity-building.

Duties and responsibilities furthermore include the support to ESPI Director together with the ESPI Management Team in

- Leading contribution to the future vision of ESPI, its areas of impact and growth,
- Development of the strategy of the Institute across all space domains,
- Reporting to the ESPI Advisory Council and General Assembly,

- Relations with European and international partners and stakeholders,
- Development of ESPI communication and outreach strategy and regular participation in events.

Duties may evolve according to the development of ESPI

Qualifications and competencies

For this position, ESPI is looking for applicants holding at least a 5 years degree with educational background in either Engineering, Science, Political science, Economy, Business Administration, International Relations or Law together with at least 5 years of professional experience in one or several of the space domains identified above.

Experience in Economy, Digital and Green and/or Security & Defence would be an asset.

Candidates should demonstrate a good knowledge and understanding of space institutions, of their programmes and strategy and of the main political, technical, industrial and economic trends affecting the global and European space sector.

The following competencies and skills are required for the position:

- Team management and relationship management fostering cooperation;
- Experience in policy research project management, including in the frame of a contractual relationship, from proposal to delivery
- Excellent analytical and synthesis skills;
- Forward thinking;
- Capacity to work both independently and as part of a team;
- Self-motivation and interest in continuous learning;
- Good organizational skills based on an objective-driven mindset;

The working language of ESPI is English. **Excellent command of the English language, written and oral, is a prerequisite.** A track record of professional experience is required, and a track record of articles, papers, thesis or reports written in English would be appreciated.

Application process

For this position, ESPI offers a permanent contract under Austrian law. ESPI can only accept applications by EU citizens or non-EU citizens holding residence and employment permit in Austria.

To apply for this position, please send a copy of your CV, a cover letter and a letter of motivation outlining your vision for a particular or several of the space domains defined above to office@espi.or.at with subject: "Research Manager application" before 09/10/2022, 19:00 CET.

For this position we offer a minimum salary of € 4.500,00 gross per month, 14 times a year (40h per week). The actual salary depends on your qualifications and experience.