

# Inline Policy – Policy Analyst/Associate (depending on experience), Brussels

This is an opportunity to join Inline Policy, a growing consultancy in the Brussels and London public affairs markets where you will find formidable clients and an ambitious and unique passion for tech and digital-related policy issues that affect companies around the world. If you would like to engage with stakeholders in business and politics, and have a track record of providing insightful advice on political and regulatory issues, and providing the highest levels of quality client service, then come and join us at Inline.

In this role, based in our Brussels office, you will be responsible for working with clients with a primary focus on EU institutional affairs. Remuneration will comprise a mix of basic salary and a performance related bonus.

## DAY TO DAY RESPONSIBILITIES:

Our Policy Analysts are responsible for:

- Supporting the delivery of client projects and maintaining client relationships
- Researching and analysing policy issues to produce written briefings on political and regulatory issues
- Assisting with research, presentations and marketing content
- Producing newsletters for clients on regulatory and market developments

Our Policy Associates are additionally expected to contribute to:

- Creating and executing client public affairs programmes
- Delivering high-quality client services
- Designing new and innovative services for clients
- Supporting the growth and development of our team's Policy Analysts
- Contributing to business development and marketing ideas and initiatives

## YOU WILL BENEFIT FROM:

- 24 days holiday per year + national holidays (increasing with service)
- A hybrid work model where you will be expected in the office for a minimum of 3 days a week
- Meal Vouchers and Ecochecks
- Contributions towards your 'mutualite' system/health insurance
- Staff training opportunities
- Regular work socials

## ABOUT INLINE

Inline is a pioneering political consultancy specialising in helping tech businesses engage with regulators and policymakers. We work with leading tech brands and successful scale-ups in Brussels and London to help them influence regulatory decisions that affect their business, their reputation and their customers.

We are passionate about the policy issues that arise from how technology is changing our economies and societies and the belief that technological innovation can be a force for good. Our team covers some of the most exciting policy areas and business sectors, including:

- Emerging technologies
- Online platforms and e-commerce
- The data economy
- The future of mobility
- Digital competition
- Artificial intelligence and robotics
- Cybersecurity
- Copyright
- Energy tech and the green economy
- Travel technology

We work hard to maintain a warm working environment, where all staff feel engaged, respected and valued.

## WHO SHOULD APPLY

Applicants for the Analyst position should possess all of the following characteristics:

- At least one year of prior professional work experience
- A strong interest in EU tech regulation and policy
- Demonstrable knowledge of EU digital/technology-related policy briefs and the EU decision making process
- An excellent undergraduate and postgraduate academic record to at least Master's degree level
- Superior written English and communication skills
- The ability to multi-task and manage multiple deadlines, often at short notice
- Advanced ability with Microsoft Office applications (particularly Word & PowerPoint)
- A commitment to consistently producing work of the highest quality
- Integrity, honesty and a willingness to work hard and sometimes demanding hours
- Eligibility to live and work in Belgium

Applicants for the Associate position should additionally possess:

- 3+ years public affairs experience; either in-house, or within a public affairs consultancy
- Good connections within the EU political and regulatory community
- The ability to develop relationships with clients and prospective clients
- The ability to anticipate client needs and proactively service them with innovative solutions

The following characteristics, while not essential, will also be looked upon favourably for both roles:

- A creative flair, in particular the ability to present information in a visually appealing manner for our clients
- Fluency in a second European language other than English

All candidates should be willing to work in a small team environment that is rapidly evolving.

## NEXT STEPS

Applicants should respond by 17th June 2022 to [careers@inlinepolicy.com](mailto:careers@inlinepolicy.com) with:

1. A CV
2. A cover letter describing motivation and suitability for the role

Applicants should state clearly in their cover letter which role they are applying for.

Selected applicants will be invited for interviews and assessment between 20th June – 7th July 2022.

References will be requested.