
1. GENERAL INFORMATION

JOB CODE	69.C.2018
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ROLE: A - Project leader

CONTRACT TYPE: 2 years fixed-term contract

ADMINISTRATION: Brussels Planning Bureau - perspective.brussels

MANAGEMENT: Bouwmeester maître architecte team

LOCATION: Naamsestraat 59, 1000 Brussels

PROCEDURE INFO: HR department 02 435 42 00

JOB INFO: Fabienne Lontie 02 435 43 76

2. DESCRIPTION OF THE WORK CONTEXT

As a centre of regional expertise, perspective.brussels has taken the initiative for the Brussels territory development strategy. Perspective.brussels observes and contributes their expertise to many aspects around the Brussels territory: demography, economy, urban planning, housing, mobility, etc.

In addition to General Management, Perspective.brussels consists of four departments: the Brussels Institute for Statistics and Analysis, the Territorial Knowledge Department, the Territorial Strategy Department and the Transversal Services Department.

For more information about the Brussels Planning Bureau, visit www.perspective.brussels.

In addition to these four departments, the bouwmeester maître architecte (Master Architect) team is also part of Perspective.brussels:

The master architect and his team monitor the spatial quality of new projects in the territory of the Brussels-Capital Region - not only in terms of architecture, but also urban planning and public space. The aim is for Brussels to pursue more ambitious urban development policies. The master architect works from an independent position.

Kristiaan Borret started his five-year term of office as master architect in January 2015.

For more information about the master architect, visit www.bma.brussels

There is a vacancy for a fixed-term position, available immediately.

You will be assigned to the bouwmeester maître architecte (master architect) team as project leader for Urban MAESTRO. Urban MAESTRO is a two-year research project scheduled to start at the end of 2018 and funded by the European Commission under the Horizon 2020 innovation and research programme. Urban MAESTRO is a unique collaboration between [UN Habitat](#) (project coordinator), the [Bartlett School of Planning](#) and the bouwmeester maître architecte. The working language of the project is English.

Urban MAESTRO focuses on spatial quality in several European cities and more specifically on instruments and funding used to monitor and improve that quality. The main objective is to identify new practices and mechanisms that allow for spatial quality without recourse to a generic regulatory framework or direct investment. That means that soft power is a key concept for this project. Urban MAESTRO aims to bring together and strengthen the partners involved in a European network.

Some partners have been identified based on the existing network of Urban MAESTRO partners and an initial analysis of known innovative practices, including specific institutions such as 'Master Architects' (e.g. from Belgium, Estonia, Germany, the Netherlands), 'City Architects' (e.g. from Sofia, Copenhagen, Warsaw, Zurich, Geneva, Lausanne, Hamburg), institutions and foundations engaged in promoting or facilitating quality urban development (e.g. Internationale Bauausstellung, Bundesstiftung Baukultur, Urban Design London).

Urban MAESTRO is divided into five different work packages. The Bouwmeester maître architecte team is responsible for two of them: learning and communication. The project leader is expected to be able to contribute to the research, carry out concrete assignments autonomously and take on practical tasks themselves.

3. DESCRIPTION OF THE ACTIVITIES

In concrete terms, the following tasks will be entrusted to you:

RESEARCH CONTRIBUTION

- Work together with researchers from the Bartlett School of Planning and UN Habitat in focusing on the analytical framework of Urban MAESTRO.
- Map out interesting examples in the different European member states.

ORGANISATION OF LEARNING PATHWAYS AND INTERNATIONAL WORKSHOPS

- Take responsibility for the development of a peer-to-peer network.
- Organise three international workshops for +/- 30 participants.
- Contribute to the substantive processing of the workshop results.
- Knowledge exchange around successful tools and the co-creation of policy recommendations.

COMMUNICATION ON THE PROJECT

- Create a communication plan in collaboration with the communications manager of the bouwmeester maître architecte (project identity, dissemination strategy, etc.).
- Set up a project website and digital toolbox in collaboration with the communications manager of the bouwmeester maître architecte.
- Handle video interviews and tutorials.
- Organise a summer school for 30 to 40 young professionals and academics.

FILE MANAGEMENT

- Administrative and budgetary monitoring for the part of the bouwmeester maître architecte in Urban MAESTRO.

You will also be tasked with actively sharing information and knowledge with colleagues and contributing to smooth functioning within the bouwmeester maître architecte team.

4. ADDITIONAL INFORMATION

INTERNAL CONTACTS Urban MAESTRO Project Team
Employees from other departments within the Brussels Planning Bureau (Perspective.brussels)

EXTERNAL CONTACTS Public authorities and professional organisations active in urban development in Europe

AUTONOMY You must have a high degree of autonomy, but provide advice, feedback and a relationship of trust. The Bouwmeester maître architecte team works internally very horizontally and externally transversally. You will share the responsibility for this approach.

SPECIFIC WORK CONTEXT There are several business trips planned abroad (within and outside normal working hours).

Perspective.brussels is looking for a candidate who is available in the short term.

5. YOUR PROFILE

EDUCATION

Diploma: Master or Licence - Basic Diploma from full, long-course, second-cycle university education or higher education.

If you have earned your degree abroad, you must have a Belgian certificate of equivalence (issued by the Flemish or French Community) that corresponds to the level of this position in order to be able to take up employment. If you have not yet taken the necessary steps to do so, please do so as soon as possible, as the procedure for obtaining this evidence may take several weeks.

PROFESSIONAL EXPERIENCE

Two years' professional experience is **required**.

- Experience in networking, knowledge exchange (events, workshops, conferences, exhibitions and publications)
- Ability to communicate effectively (translating complex information to a wider audience, setting up a website, etc.)
- Capacity to contribute to research
- International experience is an added value

TECHNICAL KNOWLEDGE AND COMPETENCES

- You should have a good knowledge of the European context in the field of architecture, urban planning, urban development or urban governance.

FUNCTIONAL COMPETENCIES

- You can carry out targeted data analyses and critically assess the information.
- You provide colleagues and others with advice and build a relationship of trust with them based on your expertise.
- You express yourself clearly and comprehensibly, both verbally and in writing, and you report data correctly.
- You act with integrity, in accordance with the expectations of the organisation. You always respect confidentiality and the commitments you have made, and you avoid any form of bias.
- Knowledge of English and French or Dutch

ATTITUDE AND BEHAVIOUR

Towards the public	Service-oriented, a good listener, available, open-minded, non-discriminatory
With regard to colleagues	Team spirited, cooperative, inclusive
With regard to the work	Committed, autonomous, flexible, have a sense of initiative, meticulous, discreet, assertive, strives for personal fulfilment.

6. WHAT WE OFFER

Pay scale	Base A 101
Starting salary (gross monthly salary, already adjusted to the current index, not including statutory allowances, to be adjusted to the family situation)	€3,177 - 0 year of seniority
All relevant experience will be taken into account in calculating seniority.	€3,358 - 2 years seniority
	€3,586 - 5 years seniority

Additional benefits:

- 35 holidays per year
- language allowance for holders of a Selor language certificate
- €8 lunch vouchers (personal share of € 0.91 per voucher)
- training package
- subscription to the MIVB network
- bicycle premium for commuting: €0.23/km
- 100% reimbursement of train and/or bus (DE LIJN - TEC - MTB) season ticket for commuter travel
- flexible working schedule
- telecommuting
- mobile phone contract
- hospitalisation insurance and access to the Social Services Dome

7. REASONABLE ADJUSTMENT OF THE SELECTION PROCEDURE FOR PEOPLE WITH DISABILITIES

The BPB follows an equal opportunities and diversity policy. In this context, we ensure that we guarantee equal opportunities, equal treatment and equal access to our selection procedures for candidates with disabilities/conditions/diseases by providing reasonable accommodation so that the competencies of these persons can be tested in conditions that do not disadvantage them compared to other candidates.

Would you like a reasonable adjustment in the selection procedure? Please send your request to jobs@perspective.brussels.

8. PROCEDURE FOR THIS SELECTION PROCESS

If you wish to take part in the selection process, please send us your CV and cover letter **before midnight on 4 October 2018**:

- By e-mail to jobs@perspective.brussels
- or by post: BPB, Human Resources Department, Naamsestraat 59, 1000 Brussels (the postmark will serve as the date).

The procedure is as follows:

- Candidates with the required degree and experience will be invited to take a computer-based test to assess their general competencies in the job. The results of this test may result in eliminations.
- The most suitable candidates will be invited for an interview (possibly preceded by a written practical test) in order to assess the specific competencies related to the job. Interviews will be held during office hours.
- Invitations will be sent by e-mail, so please include a valid e-mail address in your cover letter and check your e-mail inbox regularly.
- The selected candidate will be invited to take up the post as soon as possible.



In order to process your application to the best of your ability, it is essential that you INCLUDE THE JOB CODE: 69.C.2018