

Operations Manager BDVA Brussels, Belgium

The Big Data Value aisbl (BDVA) is seeking applicants to fill the position of Operations Manager in the BDVA Secretariat Office in Brussels, Belgium.

About BDVA

The Big Data Value Association (BDVA) is an Industry-driven and fully self-financed international non-for-profit organisation under Belgian law. BDVA has +200 members all over Europe with a well-balanced composition of large, small and medium-sized industries, research and user organizations. BDVA is the private counterpart to the EU Commission to implement the Big Data Value Public-Private-Partnership (BDV cPPP), is a private member of the EuroHPC JU and is one of the main promoters of the AI, Data and Robotics Partnership for Horizon Europe.

Job description

The successful candidate will work on a full-time basis in the BDVA Secretariat in Brussels. She/he will support the Task Forces of the Association, will facilitate external and internal communications, will prepare marketing and communication materials, will support project implementation and reporting and will manage other back office activities with a high level of independence. She/he will report directly to the Secretary General and will work in a small and dynamic team.

Key responsibilities

The BDVA Operations Manager performs the following tasks in close collaboration with the Secretary General:

- **Support to the coordination and operations of the BDVA Task Forces:** including advising on content and activities, implementation of individual Task Force plans, facilitating common positions, organization of workshops, dynamizing and improving collaborative working tools, providing minutes, etc.
- **Policy support:** Monitoring of research, innovation, and regulatory developments in the relevant policy fields; Drafting of presentations, position papers, consultation responses, press releases, newsletters, regular reports; Preparing regular reports for members.
- **Strategic Communications:** Support the definition and implementation of the association communications strategy. Prepare presentations, content for external and internal communication purposes, write news items, blogs, press releases and reports. Digital content management; supporting the organisation of seminars, conferences and summits.
- **IT Tools:** Support to configuration and administration of IT and collaborative tools such as the website, CRM, etc...
- **Support in the organisation of meetings:** organisation of meetings (e.g. Board of Directors, General Assembly, Partnership Board, Activity Groups, etc.) in the preparations of documentation and producing minutes and reports.
- Support to other tasks of the BDVA Secretariat team such as production of position papers and whitepapers, development of internal surveys, project management etc.

Profile

Applicants must have the following knowledge and competencies:

- Completed higher education in a related field (ICT, Economics, European studies, Political Science) with an additional 5 years of relevant work experience as a minimum;
- Minimum 3-5 years' experience working in ICT related topics;
- Demonstrated knowledge of ICT technologies in particular in Data, Big Data and AI technologies;
- Good knowledge about the functioning of the European institutions;
- Strong communication and drafting skills; Ability to adjust technical content to different target groups and different media;
- Knowledge of the Research and Innovation European Programmes and experience working in European projects;
- Ability to build strong relationships with multiple stakeholders (public, private and research);
- Ability to deal with international communities and in multicultural environments. Sociable. Customer and results-oriented;
- Good IT skills, including an excellent command of MS Office programmes and able to cope with the administration of some IT tools (CRM, and other end-user IT tools); Experience with CiviCRM and Drupal is a plus;
- Proactive, critical and flexible profile.

The working language of the BDVA is English, the candidate must be fluent in English. French is a plus. Availability to travel (10% time)

We offer

- A full-time one-year position under Belgian law with the option to extend or convert to a permanent contract thereafter;
- Flexible working conditions with opportunity for personal initiative;
- A competitive remuneration package;
- An international and multicultural work environment in an exciting and dynamic technological and policy field;
- Starting date: as soon as possible.

To apply

Please send your CV and motivation letter by February 11th 2020 to jobs@core.bdva.eu with the reference #OperationsManager2020