

## **Operations Officer Big Data Value Association<sup>1</sup> Brussels, Belgium**

BDVA is seeking applicants to fill the position of **Operations Officer** in the BDVA Office in Brussels, Belgium.

### **About BDVA**

The BDVA is an industry-driven international not-for-profit organisation with over 230 members all over Europe. It focuses on enabling the digital transformation of our economy and society through Data and Artificial Intelligence fostering the European excellence in research and innovation. Our members include the biggest European businesses, SMEs, and start-ups alike, research and innovation organisations, and academia. Together with them and our collaborators, we advance all related areas of Big Data and AI technologies, such as infrastructures, data platforms, data spaces, data privacy, Industrial AI, business models, standardisation, skills, high performance computing and many others. ([www.bdva.eu](http://www.bdva.eu)). Data, data spaces, getting value out of data, AI and new business opportunities to create impact is one of the top priorities in our European economy. BDVA is in the middle of this discussions, having significant collaboration and is over more the 7 years a well-established in this data ecosystems!

### **Job description**

The successful candidate will work on a full-time or part-time basis ideally in our offices in Brussels (other options feasible). She/he will support the Task Forces of the Association and other members' activities, lead the BDVA i-Spaces and Hubs activities, lead some interesting internal projects, and contribute to some European projects, She/he will also support stakeholder engagement and our network of collaborations both in the Data and AI domain. She/he will contribute to other office and back-office activities such as support to communications, organisation of events, and reporting. This is a junior or mid-profile position targeting candidates who want to develop carrier in Data and AI ecosystems, policies, and technologies.

### **Key responsibilities**

The Operations Officer performs the following tasks in close collaboration with the other colleagues and the Secretary General:

- **Support 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.
- **Lead the BDVA i-Spaces and Hubs activities:** including organisation of meetings and activities with the i-Spaces, establishing effective collaboration measures, searching for new funding opportunities, supporting implementation of some strategic actions.
- **Lead the implementation of some internal projects:** implementation internal projects of the association.

---

<sup>1</sup> The legal name of BDVA is currently Data, AI and Robotics Aisbl (DAIRO).

- **Stakeholder engagement and Collaborations:** support activities and implement actions on stakeholder engagement and collaborations with other European, National and Regional initiatives.
- **Contributing to some European Projects:** Implementation or support to the implementation of tasks in European Projects in alignment with its function.
- **Support the implementation of the value proposition for members** including developing brokering and matchmaking activities, project development, skills-related activities, knowledge sharing, etc.
- **Organisation of events:** Support the organisation of BDVA conferences, workshops and webinars.
- **Collaborate** with the BDVA Office team in **other tasks** such as **communications, organisational** and **member-oriented** activities.

## Profile

We are looking for a pro-active, critical, and flexible candidate, able to work with international communities and in multicultural environments, sociable, customer and results oriented. This is a junior or mid-profile position targeting candidates who want to develop carrier in Data and AI ecosystems, policies, and technologies.

- You have completed a higher education degree in a related field (Computer Science, ICT, Economics, European studies, Political Sciences, etc) with an additional 2 years of relevant work experience as a minimum.
- You have some experience and strong curiosity in the development of data-driven or/and AI-driven innovation ecosystems.
- You understand technical aspects related to data management, sharing, privacy, analytics, licencing and AI methods, and Data and AI Governance. Up to date on market and industry trends in the sector is a plus.
- You have good understanding of the regulations and policies in the focus areas of the association (Data and AI). Good knowledge about the functioning of the European institutions, knowledge of the European Programmes on Research and Innovation and experience working in European projects is a plus.
- You like getting things done and doing them well. You are capable of simultaneously managing multiple tasks with different deadlines.
- You have very strong organisational skills.
- You have strong communication and drafting skills.
- Coding, CRM platforms, Drupal, and WordPress, are always strong plus in our team.

The working language of BDVA is **English** and the candidate must be fluent in English. **French** is a very strong plus. Other languages is a plus. Availability to travel within Europe (Once allowed. 10% time)

## We offer

- A full-time or part-time position with a competitive remuneration package.
- An international and multicultural work environment in an exciting and dynamic technological and policy field.
- Flexible working conditions with opportunity for personal initiative.

- You will be part of a highly motivated, highly skilled, open, collaborative etc. team and association focussed on impact in and for Europe

Starting date: February 2023

**To apply**

Please send your CV and motivation letter by January 31<sup>st</sup> 2023, to [jobs@core.bdva.eu](mailto:jobs@core.bdva.eu) with the reference #OperationsOfficer2023. We will close the process as soon as we find a suitable candidate.