

Operations Officer Big Data Value Association¹ Brussels, Belgium

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

About BDVA

BDVA is an industry-driven international not-for-profit organisation with over 250 members all over Europe. Our association 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 connected to the Data Economy such as data spaces, data privacy, industrial and ethical AI, generative AI, business models, standardisation, skills, computing and many others. Find out more at www.bdva.eu. Data, data spaces, getting value out of data, AI and new business opportunities to create impact are some of the top priorities in our European economy. BDVA is in the middle of these discussions, having significant impact, developing relevant collaborations and with a very well-established community of members that are at the core of the European data and AI 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, and contribute to some European projects. She/he will also support stakeholder engagement and our network of collaborations both in the Data and AI domains. 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-level position targeting candidates who want to develop a career 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, dynamising 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.
- **Stakeholder engagement and Collaborations:** support activities and implement actions on stakeholder engagement and collaborations with other European, National and Regional initiatives.

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

- **Contributing to some European Projects:** Implementation or support to the implementation of tasks in European Projects in alignment with its function.
- **Support to the Business Development function**, supporting adoption of BDVA assets, recruitment of new members and acquisition of new projects for members and the Association.
- **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 Secretary General and the 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-level position targeting candidates who want to develop a career 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 3 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.
- 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 are 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: June 2024

To apply

Please send your CV and motivation letter by May 17th, to jobs@core.bdva.eu with the reference #OperationsOfficer2024. We will close the process as soon as we find a suitable candidate.