

Industry Liaison Officer Job Description

1 Overview and Terms

Job Title	Industry Liaison Officer
Date reviewed	10 January 2019
Responsible to	Managing Director
Responsible for	None
Working with	Primarily: PRACE office (<i>Board of Directors, Administrative Assistant, Peer Review Office, Communications Office, Financial and Legal Officer</i>), Industrial Advisory Committee, Project Management Office and Project Partners Secondly: PRACE Council Board, Strategy Working Group, Scientific Steering Committee, PRACE Members, EuroHPC Joint Undertaking, European Commission, European Parliament, international associations, PRACE User Forum, media, suppliers and contractors
Location	Troonstraat 98, rue du Trône, 1050 Brussels, Belgium
Post	Full-time (38h per week, 5-day week)

2 Job Summary

Reporting to the Managing Director, the Industry Liaison Officer is responsible for the implementation and follow-up of the activities relating to industry usage of HPC resources. He/she supports the PRACE vision, mission and strategic objectives. He/she works with the organisation team members, the PRACE bodies' members, chiefly the members of the PRACE Industrial Advisory Committee, and the partners involved in related collaborative projects to support the execution of PRACE's interaction with industry. He/she identifies and explores opportunities to improve the activities and programmes to that end.

3 Authority / Limitations to Authority

Working towards the PRACE mission bearing in mind the PRACE vision. The Industry Liaison Officer functions with authority from the Managing Director. The Industry Liaison Officer shall operate within the guidelines of the PRACE Strategy within good practice as understood in the sector and developed by the organization. These limitations will be reviewed periodically.

4 Accountabilities

Accountability in this relationship is mutual. The Managing Director is accountable to the Industry Liaison Officer to provide guidance and resources periodically and to relate to the post-holder in a manner consistent with PRACE values. The Industry Liaison Officer is responsible to the Managing Director for performance and reporting according to the expectations of the post and for operating within the authority delegated to him/her.

5 Main Duties and Responsibilities

Inform current industry stakeholders

- Act as single point of contact on PRACE activities for industrial actors.
- Raise awareness of PRACE activities and offers among industrial actors.
- Follow-up the implementation of actions agreed with the PRACE Industry Advisory Committee (IAC).
- Collect information and statistics on ongoing programmes and initiatives.
- Identify and follow-up improvement opportunities of PRACE programmes benefiting industry uptake of HPC.
- Coordinate the publication of industry-relevant information on the PRACE website.
- Coordinate the edition of publications targeting industry actors.
- Maintain presentation material documenting PRACE activities targeting industry.
- Contribute to the production of exhibition material (e.g. display and booth design).
- Maintain a database of contacts of industry-related actors.

Develop collaboration with new industry sectors

- Perform market analyses to support the selection of the most efficient outreach activities.
- Reach out to trade associations providing them with information on the benefit of HPC for the business of their members.
- Identify opportunities for PRACE to support new industry sectors.
- Attend conferences, exhibits or other industry-oriented events organised by targeted sectors and trade associations.

Interface with the relevant collaborative projects

- Contribute to the reporting requirements of the collaborative project(s) within the scope of which the industry-related activities are included.
- Collaborate with other work packages of these collaborative projects to collect information relevant to industry and to maximize the relevance of their activities for industry actors.

6 Other

- Contribute to the staff positive working atmosphere and team spirit.
- Carry out other clerical and logistical tasks that may arise or are needed to properly execute the tasks above.
- Support the organisation team members in guiding them to contribute appropriately to the PRACE activities relevant to industry.
- Some travel may be required.

7 Key Skills and Experience Required

- Bachelor's degree in business or equivalent work experience in a field relevant for the position and the organisation.
- At least 5 years' experience in a similar position. Experience in an international trade association or in a technology transfer department is an asset. Understanding of computational science and/or HPC in an applied science context is another asset.
- Outstanding knowledge of English both spoken and written, including for public presentations or facilitation of workshops. A fair level in French or Dutch is an asset.
- Forward looking problem-solving thinker who actively seeks contact matching in a hybrid network of research and industry-focused organisations.
- Advanced knowledge of Microsoft Word, Excel and PowerPoint and fluency in other relevant IT tools (contact management, dashboards, telecommunication, ...)
- Exhibit a positive work attitude, high productivity and a collaborative approach with other employees or partners across an international environment.