

Job Description

Digital Intelligence Officer

Job purpose: The Digital Intelligence Officer is responsible for providing quantitative and qualitative data, research and analysis in support of DIGITALEUROPE's outreach activities and policy work, with the aim of building a wide understanding of both DIGITALEUROPE's work and the digital industry.

The role is closely related to the Communication and Events function. The Digital Intelligence Officer will be a member of the management team.

Key tasks and responsibilities

- Gather, on an ongoing basis data from public and private sector publications and studies related to a) the digital industry sector, b) DIGITALEUROPE's policy positions and 3) current and future technology trends.
- Together with the Policy Directors, develop annual and quarterly research action plans.
- In support of key policy and project messages, gather, consolidate and analyse data, facts and figures, and translate this into messages to be conveyed to the general public and to technical specialists.
- Create publications, including marketing materials, using the results of the data gathering and research.
- Build a knowledge database of data, facts and figures based on DIGITALEUROPE's policy areas.
- Define and drive studies to be funded by DIGITALEUROPE's members and third parties; manage the process including the development of briefs, the identification of funding organisations, the management of third party subcontractor partners and the marketing of results.
- Participate in the planning process for events and press and communications actions together with the policy and communications teams.

Required competences and skills

- Background research or another area demanding strong analytical skills.
- Excellent written and spoken English.
- Ability to write briefs, reports, analysis, summaries and conclusion in 'plain English'.
- Ability to communicate complex argumentations in a simple manner.
- Demonstrable experience with structured data and databases including CRM.
- An understanding the digital industry and a profound interest in 'things digital'.
- Experience working in an international environment.
- Structured, analytical and curious.
- Ability to work under pressure with short deadlines.

Recruitment process

Interested candidates should send a CV and a cover letter electronically to jobs@digitaleurope.org by 20 July 2017.

DIGITALEUROPE offers a permanent contract with a competitive salary package. Expected starting date: as soon as possible.