

# Job Title: Industrial Policy Officer

Requisition ID 11832 - Posted 06/01/2021



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Ind., Proc. & Legal Serv..

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates irrespective of gender, sexual orientation, ethnicity, beliefs, age, disability or other characteristics. Applications from women are encouraged.

### Post Industrial Policy Officer

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESTEC, Noordwijk, The Netherlands

### Description

Industrial Policy Officer in the SME and Industry Analytics Section, Industrial Policy & SME Division, Industrial Policy & Auditing Department, Directorate of Industry, Procurement & Legal Services.

The SME and Industry Analytics Section is responsible for the implementation and evolution of the SME Policy of the Agency, including the implementation of its SME Initiative Programme and maintaining the SME Office and helpdesk for industry. It also provides the analytical tools and services required by the Division to analyse European industry and its involvement in the activities of the Agency.

### Duties

You will report to the Head of the SME and Industry Analytics Section in close co-ordination with Programme Directorates and the other Divisions of the Directorate.

Duties include:

- Supporting the Head of Section in the implementation of the SME Policy, the SME Initiative Programme and the related reporting activities;
- Contributing to the definition of the evolution of the SME Policy and related Industrial Policy measures;
- Contributing to the monitoring, analysis and reporting of the positioning of SMEs in the activities of the Agency, the space industry and space market, including performing SME related statistical and qualitative surveys and analyses based on available industrial and procurement data in cooperation with the analytics function of the Section;
- Acting as the focal point for SME inquiries and coordination with relevant internal services of the Agency;

In close cooperation with the IT Services of the Agency:

- Maintaining and further developing the "Learning Hub", an on-line training platform for Industry and Delegations and responsibility for its operation within the Section as well as contributing to the definition and organisation of training courses and their delivery formats;
- Supporting the development, implementation and evolution of "esa-match", an on-line industrial match-making platform, including the responsibility for its operation within the Section;

Communication activities include:

- Implementing the communication plan of the SME Office including its various channels (SME web portal, SME Initiative newsletter, Twitter channel, etc.);
- Organising and participating in communication and networking events with Industry and Delegations such as the ESA Industry Space Days.

Additional duties may also include supporting activities within your field of competence.

## Behavioural competencies

Communication  
Planning & Organisation  
Results Orientation  
Relationship Management  
Customer Focus  
Problem Solving

## Technical competencies

Knowledge of the ESA institutional framework, policies and programmes  
Knowledge of the European and international space sector (institutional, commercial and/or industrial)  
Knowledge of ESA's internal operations and management frameworks  
Strong analytical and reporting skills  
Experience in corporate/legacy management tools and working methods

## Education

Master's Degree in an engineering, business, and/or public administration or relevant field is required.

## Additional requirements

- Planning skills in terms of self-organisation and for others
- Strong team orientation
- Taking ownership of tasks / showing autonomy in identifying problems and tackling them end to end to achieve a good solution
- Service orientation towards customer needs and ensuring customer satisfaction
- Willingness to continue learning and taking an interest in new developments in the space sector, especially those related to industrial policy.

Assets include experience and knowledge in:

- Developing and implementing communication strategies
- Organisation and development of training courses
- Project management and administration as well as a background in European affairs and policy

## Other information

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

### **The closing date for applications is 3 February 2021.**

At the Agency we value diversity and we welcome people with disabilities. Whenever possible, we seek to accommodate individuals with disabilities by providing the necessary support at the workplace. The Human Resources Department can also provide assistance during the recruitment process. If you would like to discuss this further please contact us at [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada, Latvia and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<https://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.