

## Basic job details (63377330)

Job title: **Economic Policy officer**

Unit/mission: **Economic Team / Consulate General of the Netherlands in SF**

Job level: **09**

Number of hours: **40**

BZ fif#: 63377330

## General features of job

- ❑ The economic policy officer is primarily responsible for helping to develop and implement policy and for drawing up project plans for trade and investment promotion activities.
- ❑ The economic policy officer is accountable to the Consul General as head of the economic section, for effectively helping to develop and implement policy and drawing up and amending project plans.
- ❑ Ministerial policy guidelines for Consulates General and for Economic Diplomacy, as well as available funding, are of importance when making proposals to improve policy and potential project plans.
- ❑ The economic policy officer takes decisions about the quality of the analysis of collected data, and the translation of overall ministerial policy frameworks into proposals for specific action by the Consulate General and Embassy.

## Actual duties

### DUTIES AND RESULT AREAS

#### Description of duties, but not limited to:

- Attribute to the development of business support formats for knowledge intensive, innovative and sustainable Dutch entrepreneurs on the West Coast (mostly small and medium sized enterprises and startups), and in particular in the Silicon Valley area;
- Contribute to the building of an effective network of relevant American companies, organizations, and local government institutions within the resort, in order to facilitate Dutch business and B2B or B2G contacts, and to identify and advise on business opportunities for specific Dutch companies, and assist in keeping the network administration up to date;
- Participate and actively build a network of relevant partners in the Startup and Venture Capitalist network in Silicon Valley and the Netherlands;
- Participate and contribute to the development, and to the efficient and successful implementation, of the Dutch economic policy agenda in the Western US in general, and of the annual economic work plan of the CG in particular, which is focused at a number of

priority sectors for Dutch businesses mentioned below. Team members will work on specific areas in accordance with the work plan, as well as personal strengths, experience, and interest. The division of tasks is not static and may vary in accordance to work loads, and at the discretion of the Consul General.

- Under the guidance of the Consul General as head of the economic department, contribute to a successful and efficient functioning of the CG and the economic units as one team, and to the proper administration and archiving of all activities and results as appropriate.

#### **Description of result areas:**

- Efficient and innovative soft landing formats to support knowledge intensive small and medium sized Dutch businesses (Startups) in Silicon Valley and the wider US;
- Contributed to successful business projects in the context of Public Private Partnerships, in particular within the Partners for International Business program;
- Accessible networks, including in the Tech and Venture Capitalist eco-systems, to the benefit of Dutch businesses;
- Effective network of relevant business partners of service providers;
- Increase of Dutch business impact on the US market in the relevant business sectors.

#### **WORKING ENVIRONMENT**

The Consulate General in San Francisco is the Netherlands Government hub for Dutch businesses to the Western USA and is part of the wider Diplomatic network of the Netherlands in the USA. The Consulate General is an open, informal and accessible office in downtown San Francisco. The main tasks are Economics (trade, innovation/technology-cooperation, acquisition) and Consular support. The Economic Affairs team main responsibility is trade promotion of sustainable and innovative concepts to the benefit of the Dutch business sectors in the USA with a focus on Water, Energy, HTSM, Creative Industries, Life Science and Agro/Food. The team consists of four people, including the Consul General, and works in close collaboration with the other teams of the Consulate General: Holland Innovation Network (HIN), Netherlands Foreign Investment Agency (NFIA), and the Management Support Cluster (BC).

In particular in Silicon Valley proactive networks are set up to facilitate successful landings of Dutch innovative businesses and foster entrepreneurship. Dutch companies and knowledge institutions are supported by the Economic team in the exploration and development of the US-market in the context of 'Business-to-Business'-, 'Business-to-Government'- and 'Government-to-Government'-support.

The Consulate General currently employs 22 staff members in total, supplemented with trainees. In addition representatives of public-private partnership initiatives may work from the Consulate General in SF on an irregular basis.

The Consulate General represents the Netherlands in the 13 westernmost states of the USA. This is an area of approximately 160 x Netherlands. Focus is therefore necessary. Most

attention is paid to California, representing the 7th economy in the world. Silicon Valley is still the global center of innovation, entrepreneurship and venture capital in the U.S. (and beyond). In particular LA, Seattle, Phoenix and Portland are becoming more and more important for innovation and business opportunities to the benefit of Dutch businesses. There, and in San Diego, Denver and Honolulu as well, we are supported by Honorary Consuls (HC).

There are almost 45,000 people with a Dutch passport in the Western USA. A multiple thereof is of Dutch origin and maintain a close relation with the Netherlands. Many of these people can and want to play a role in the bilateral economic and cultural contacts. An estimated 200,000 Dutch are annually staying for a shorter time in the Western USA.

## **JOB REQUIREMENTS**

### **Knowledge and areas of experience:**

- Master Degree in Economics, Business Administration or other relevant field;
- 5 years of relevant working experience in related topics;
- Experience with project management and web based development;
- Strong writing and analytical capabilities;
- Excellent verbal communications skills with the ability to conduct presentations for larger and diverse audiences in English;
- Affinity with tech related industries, preferably in one of the focus sectors (Creative Industry, Energy, Water, HTSM, LSH and/or Agro food);
- Affinity with the Netherlands, or an interest to develop knowledge of Dutch business and economy.

This position requires that you will be able to work with substantial autonomy and also work collaboratively with other team members across disciplines. You also must be comfortable working in a fast-paced environment with demanding business clients, high standards and heavy workload. The economic policy officer is expected to have a high level of independence to manage multiple ongoing issues and have an understanding of knowledge intensive matters with a limited amount of supervision and excellent follow up. The Economic Policy position requires solid analytical, investigation and written and verbal communication skills and demonstrated ability to solve business problems quickly and creatively. Ability to work occasional evenings and weekends; some travel required.

Knowledge of the Dutch language is desirable, but not a pre-condition. Proficiency in Microsoft Office including but not limited to PowerPoint is required.

## **Knowledge and skills**

**Level of education:** university level

**Level of experience:** at least 5 years of relevant experience required

- ❑ Understanding of, and feeling for, the (diplomatic) Government context in which the Consulate General operates.
- ❑ Understanding of social and specialized developments in relation to the area or areas in which the Consulate General operates.
- ❑ Knowledge of general training methods and techniques and methods and techniques for drawing up project plans and performing evaluations, and skill in using them.
- ❑ Understanding of relevant ministerial frameworks and legislation in the policy area concerned.
- ❑ Skill in translating insights and information into advice, plans and reports and in assessing their policy and financial implications;
- ❑ Spoken and written English both fluent.

## Competences

**The candidate should possess the following competences:**

- ☐ External focus
- ☐ Initiative
- ☐ Networking
- ☐ Planning & Organization
- ☐ Result Oriented
- ☐ Co-operation

## Contacts

- ☐ With co-workers on the business developments in the IT sector, experiences with business support programs, and policy;
- ☐ With the management and co-workers on the progress of policy development and procedures, including administration and archiving issues;
- ☐ With the relevant American and Dutch business communities and Governments;
- ☐ With representatives of other EU countries in the resort;
- ☐ With colleagues at the Embassy in Washington and at other Dutch Consulates General, and at the relevant Ministries in The Hague.

## Additional Comments

- Position requires (limited) travelling;
- Understanding the language of an entrepreneur;
- Results oriented and able to translate policies into actions and measurable results.

### Contact information:

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