

Basic details

Job title: **Assistant Innovation Attaché**
Unit/mission: **Holland Innovation Network, Boston, USA**
Job level: **07**
Number of hours: **40**

General features of job

The Holland Innovation Network acts as a liaison for international innovation, stimulating strategic economic and scientific collaborations between the Netherlands and 17 countries with posted Innovation Attachés (IAs), thereby connecting industry, academia, knowledge institutes and government.

The IA Boston office operates within the Economic Affairs Network in the United States (with additional IAs in Washington DC and San Francisco). IA Boston roughly covers the New England region, with a strong focus on Massachusetts and the Greater Boston area, which is a global hub for Science & Technology-based innovation. Some sectors and technologies of particular interest in Boston are Life Sciences, Digital Health, Blockchain, Clean Tech, Artificial Intelligence, Startups, Photonics and Robotics.

As such, some questions the Assistant Innovation Attaché may encounter include,
"Which start-ups are leading the development of mobile healthcare devices?"
"Which Boston-based knowledge institutes are collaborating with federal government on cybersecurity technologies?"
"What sources of funding are accessible to small Dutch biotech companies?"
"What R&D initiatives are universities deploying in machine learning?"
"What are the similarities and differences between the Dutch and American markets for offshore wind energy?"

The Assistant Innovation Attaché supports the IA Boston across all of the office's activities. These include but are not limited to office support, logistical support, collecting, processing and disseminating sector-specific information, connecting Dutch partners with relevant counterparts in the local ecosystem and representing Dutch private and public interests among American stakeholders. Within this broader scope, the Assistant Innovation Attaché can and should actively contribute to defining more specific objectives that support innovative exchanges between the US and the Netherlands.

Foreseen duties

1. Organisation of Innovation, Science and Technology Missions

- a. Participate in planning and scheduling of science & technology, innovation, market exploration, government and trade missions with regional and Dutch co-organizers
- b. Identify and connect with organizations of interest for incoming delegations and develop program content
- c. Lead or support mission execution and logistics
- d. Draft mission reports, and track and support follow-up among visiting and between visiting and hosting organizations.

2. Administrative support

- a. Review and log activities of IA Boston in appropriate digital environment
- b. Write periodic reports on activities, strategies and planning of IA Boston for Ministry of Economic Affairs and further government use

3. Market research and reporting

- a. Map R&D activities in leading universities and research institutes, in particular in top-sectors such as Life Sciences and Health, High Tech Systems and

Materials and Energy;

- b. Scan relevant media and publications and connect with local key stakeholders to obtain insights on the latest innovative developments in the US and the Netherlands;
- c. Reporting: process and present obtained information for internal (strategic) use, for missions and delegations and to inform partner organizations

4. Cooperation and information exchange

- a. Address questions and requests submitted by public authorities, knowledge institutes and industry
- b. Collaborate with other Economic Affairs Network teams on common projects and activities
- c. Liaise with the Netherlands Foreign Investment Agency regarding American companies that partly base their investment decisions on R&D and innovation grounds

5. Networking and representation

- a. Sustain, nourish and expand the regional strategic network of the Holland Innovation Network
- b. Support the presence and activities of the science diplomacy network in Boston,
- c. Represent Dutch public and private interests among local and state governments, public institutions and NGOs
- d. Create and publish articles and other media content on regional market and technological trends and disseminate these through newsletters, RVO (Netherlands Enterprise Agency) websites and social media

Competencies

- Result-driven approach
- Solid communication, presentation and networking skills
- Analytical and structured thinking, planning, organizing
- Pro-active attitude and self-starter
- Constructive team member
- Flexible and responsive mind set

Working Environment

The IA Boston office was opened in 2015 and now counts the Innovation Attaché, one economic officer and one trainee. The working environment in the Boston is highly dynamic, in a state (Massachusetts) where the innovative output is world-leading,

At the basis of this impressive ecosystem are over 30 universities and colleges in the Greater Boston region, including top-ranked Harvard and MIT. These contribute to a highly advanced and specialized science-driven economy where 40% of the working population is employed in the innovative sector. State-wide, 6% of the Massachusetts state GDP is spent on R&D and more \$8 billion worth of venture capital is invested each year.

Massachusetts excels in public-private partnerships and start-up support organizations that help young businesses thrive, while Boston features major events and conferences practically on a daily basis that allow potential partners to connect. As such, the interest from Dutch companies and knowledge institutes to develop partnerships, expand their businesses and exchange best practices is tremendous. Therefore, the IA Boston office closely monitors scientific and market trends to identify the most relevant opportunities for the Dutch Life Sciences and Health, High Tech Systems and Materials and Energy sectors, while remaining flexible and responsible towards new developments.

Required skills and expertise

Work experience

- 3 – 5 years of relevant work experience in an international environment
- Demonstrated affinity with innovation and technology
- Familiarity with innovative organizations and programs (universities, public-private partnerships, start-ups, incubators, venture capital) in the United States and the Netherlands
- Relevant professional knowledge in key sectors and technologies: Life Sciences, Digital Health, Blockchain, Clean Tech, Artificial Intelligence, EdTech, Photonics and Robotics

Academic degree

- Academic or college (bachelor) degree in a scientific and/or technical domain preferred.

Network

- Relevant connections in innovation-related departments in US or Dutch industry, government, universities and knowledge institutes are an advantage

Language and presentation skills

- Fluency in English (required) and Dutch (strongly preferred)
- Highly developed writing and reporting skills
- Skilled communicator and presenter

Organisational skills

- Developing and executing organizational strategies and policies
- Coordinate and collaborate with teams across various departments and locations
- Plan and organize events; to present plans to decision makers and colleagues; to implement strategies and to follow up on organized events.

Contact

To apply for this position please send your resume and cover letter to Walter de Wit (walter@nost-boston.org) before March 25h, 2019.

For more information please contact Walter de Wit at +1 202 615 7168 or at walter@nost-boston.org