

Application deadline: 24 May 2020

Academy Programme Manager

ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more livable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (“EIT”). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more livable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



We create systemic solutions that will move more people around the city more efficiently and free up public space.



We bring all key players in urban mobility together to avoid fragmentation and achieve more.



We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.

More information about EIT Urban Mobility and its activities can be found on: <https://www.eiturbanmobility.eu>.

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for Academy Programme Manager. The Academy Programme Manager will be responsible for coordination and monitoring, quality assurance and reporting of the Academy activities.



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MAIN DUTIES AND RESPONSIBILITIES

The Academy Programme Manager will report directly to the Academy Director. The EIT Urban Mobility Academy educates students at Master and Doctoral level combining technology with innovation and entrepreneurship. The education, given by leading European universities, is performed in partnership with industries and cities to ensure relevance. In addition to academic programmes, education is offered to professionals in a variety of levels and areas. The Academy Programme Manager supports the Director Academy and the Academy Management Team regarding the coordination and monitoring, quality assurance and reporting of EIT Urban Mobility Academy's activities.

This includes but is not limited to the following tasks and responsibilities:

- Support the Director Academy in strategic and operational planning
- Monitor, follow up and engage in quality assurance of Academy activities, KPIs, outputs and deliverables
- Drive the financial sustainability strategy of the Academy
- Drive initiatives to increase efficiency across Academy activities
- Provide strategic and operational support for the yearly business plan creation, including preparation, launch and implementation of call process, execution of and reporting on Business Plan and activities
- Manage the Academy planning and risk management processes
- Monitor Academy activities throughout the business cycle and provide operational support to partners
- General administrative support of the Director Academy and the Academy Management Team

KEY SKILLS AND EXPERIENCE

Qualifications

- More than 2 years of experience in Business Controlling, Education and/or Programme management
- Experience in working in an international, multi-stakeholder environment
- Capability and fluency in working with both academic and industry partners
- Experience in setting up operational processes and routines to follow up projects on a programme level
- Experience in working with business controlling activities in a complex setting
- Strong skills in selecting, implementing and utilizing digital tools to improve efficiency and ease of use
- Experience for EU funded multinational programmes, or similar type of programmes



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Additional skills

- Well-developed communication skills
- Service-oriented personality
- Pro-active and self-driven attitude
- Independent worker but team player

ELIGIBILITY

General Conditions

By the closing date of this call, candidates must:

- be a national of an EU Member State or an EFTA state¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved.

Education

Candidates are required to have:

- Bachelor's degree in Business Administration or equivalent
- English level of at least C1

Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.

Experience

- More than 2 years of experience in Business Controlling, Education and/or Programme management
- Working experience with EU schemes, EU funded multinational programmes, or similar type of programmes

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.



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JOB AND CONTRACT TYPE

Full-time and of unlimited duration.

LOCATION

- The employee will be based at the EIT Urban Mobility Headquarter in Barcelona, Spain
- Minor travel is expected (approx. 5-10 times per year)
- No relocation expenses are assigned

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given;
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format:** Save your completed application form in **one single file** in either PDF or Word format.
- File name:** Name the file according to the model “*EITUM_APM_last name_first name*”. For example, Joanna Smith would name the file, *EITUM_APM_Smith_Joanna*.
- Email title:** The subject field should read “*Academy Programme Manager_Application HR029-2020*”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu

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Data Protection Disclaimer

Your personal data will be handled with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries, as responsible. The aim for collecting this data is for the recruitment of the offered positions. We will process your personal data following your consent made by applying to such job offer.

This will allow us:

- *to enable you to submit your CV to apply for specific jobs.*
- *to match your details with the job vacancies and to eventually contact you;*
- *to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;*
- *to answer your enquiries.*

Please note that your details may be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. We will keep your personal data only for as long as necessary.

Should you have any questions about Data Protection or you want to exercise your rights (access, correction, erasure, object or restrict processing, data portability, and any other relevant right), please email recruitment@eiturbanmobility.eu.



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