

Application deadline: 24 May 2020

Head of Competence Hub

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 Head of Competence Hub. The Head of Competence Hub has the overall responsibility for the Competence Hub, our professional education activities.



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MAIN DUTIES AND RESPONSIBILITIES

The Head of Competence Hub is responsible for the professional education part of EIT Urban Mobility Academy. The Head of Competence Hub reports to the Director Academy and is member of the Academy Management Team. The position is based at the EIT Urban Mobility headquarters in Barcelona.

Competence Hub provides a customised and accessible way for busy professionals — people working for city authorities, public institutions, companies or start-ups — to learn about the latest topics in mobility and transport.

It operates using a freemium model with four levels and a blended approach to learning. Whilst the first two levels offer easy access and up-to-date knowledge for a broad audience, the third and fourth levels are more tailored and deal with specific projects or topics. Regular Q&A webinars and meetings bridge the gap between these two approaches.

The majority of the operations are managed and delivered by EIT Urban Mobility partners. The Head of Competence Hub has the overall strategic portfolio responsibility, including but limited to development and improvements, marketing, monitoring and follow up, quality assurance, and procurement and call processes. Competence Hub is a central element of EIT Urban Mobility's financial sustainability strategy.

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

- Build a sustainable professional school meeting the needs and limitations of industry and cities.
- With the Director Academy and other members of the Academy Management Team, develop the Academy business plan and strategic framework.
- Manage Competence Hub budget, define, coordinate, monitor, and optimize Competence Hub activities.
- Constantly seek new ways to improve the EIT Urban Mobility Competence Hub value proposition and to generate new revenue streams.
- Responsible for the creation and execution of a strategy for education designed to train entrepreneurs and to promote a broader understanding and appreciation of education and training and to support the EIT Urban Mobility's mission of accelerating the transition towards sustainable mobility for liveable urban spaces
- Drive the development of Competence Hub activities both in terms of efficiency and exploring new formats and teaching methodologies.
- Coordinate, monitor and optimise Competence Hub activities with leading education and training suppliers in multiple regional hubs in Europe in coordination with the EIT partners.
- Prepare and coordinate Competence Hub project funding calls, including the definition of selection criteria and an appropriate evaluation and monitoring systems.
- Support the integration of educational activities in EIT Urban Mobility innovation projects and into all projects, including education in entrepreneurship.
- Build links with training facilities across Europe among the KIC partners.



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- Build strong collaborations with other KICs and EIT to make EIT professional education a highly appreciated and recognised brand, making use of synergies and shared resources wherever possible.
- Ensure optimal synergies with the Master School and Doctoral Training Network, other Thematic areas, as well as with all Innovation Hub Directors.

KEY SKILLS AND EXPERIENCE

Qualifications

- More than 5 years of experience from professional and executive training operations, including strategy, management and marketing and sales.
- Demonstrable experience of working at senior level, including strategic planning across one or more complex organisational initiatives.
- Capability and fluency in working with both academic and industry partners.
- Experience with management of activities and relations in the Knowledge Triangle (Education, Business and Research & Technology) and building bridges between the Knowledge Triangle and cities.
- Experience of delivering professional and executive education programmes, including complex partnership engagement and managing such relationships successfully.
- Experience of establishing complex multiparty and/or international education programmes is desirable, though not essential.
- Strong track record of maintaining a partnership approach and matrix working.
- Very well-developed communication, management and negotiation skills.
- Expertise in improving existing and developing new education programmes including business cases for programme, process or service changes, costs-benefits analysis and proposed solutions.
- Experience in entrepreneurial education, innovation and e-learning.
- Experience of planning, financial review and legal oversight.
- Experience from managing marketing and sales of professional education programmes successfully.
- Experience from managing online education design, production and operations.
- An extensive network within the professional education industry.



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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:

- Relevant Master's degree 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 more than 5 years of experience from professional and executive training operations, including strategy, management and marketing and sales

Working experience at senior level, including strategic planning across one or more complex organisational initiatives.

JOB AND CONTRACT TYPE

Full-time and of unlimited duration.

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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LOCATION

- The location will be EIT Urban Mobility Headquarters in Barcelona, Spain
- Regular travel to the Innovation Hubs, partners and other stakeholders.
- Regular presence in Barcelona is required (50%), but relocation is not a must.
- 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_HoCH_last name_first name*”. For example, Joanna Smith would name the file, *EITUM_HoCH_Smith_Joanna*.
- Email title:** The subject field should read “*Head of Competence Hub_Application HR31-2020*”.
- 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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