

Application deadline: 26 April 2020

HR Senior Officer

ABOUT EIT URBAN MOBILITY

The website of EIT Urban Mobility is <https://www.eiturbanmobility.eu>

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 liveable.

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 liveable 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.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is looking to hire an HR Senior Officer for the human resource planning.

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Chief Operations Officer (COO) and the Legal & HR Manager, the HR Senior Officer is responsible for designing and implementing core processes in the hiring, on-boarding and contracting of employees.



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Job reference: HR07-2020

This includes the following tasks:

- Ensure and manage proper planning, recruiting, staffing, deployment, development and rewarding of employees in line with overall HR strategy, organisation policies and local legislation for all new hires and employees of EIT Urban Mobility
- Advice and counselling to respective managers and employees on a variety of HR issues, including, among others: recruitment, career counselling, team effectiveness & engagement management, talent development, succession planning
- Ensure compliance with local legislation and keeping fair and consistent policies approach
- Defines and develop global mobility policies considering safety, labour, tax, compensation and any other matter in the labour field
- Adapt new learnings and implement ideas and IT tools to EIT Urban Mobility context and develop for further for HR activities
- Support workplace atmosphere and well-being (including the virtual one)

KEY SKILLS AND EXPERIENCE

Qualifications:

- Professional experience in a similar role in a start-up or scale-up type organization with employees of different nationalities and countries of residency
- Proven track record in creating and driving effective employee relations, engagement and retention
- Deep knowledge of IT tools / apps / portals for employees
- Excellent communication skills with the ability to build trust-based relationships with various managers and employees within the company
- Knowledge of Spanish labour law. Experience and knowledge of other EU labour laws is highly appreciated



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Skills Requirements:

- **Independent** and **results-oriented**, able to grasp organization goals and strategies, and deliver technical solutions.
- Committed to operational excellence by implementing tools or processes that maintain quality service by **establishing and enforcing organization standards**.
- Driven and passionate in **fast-paced organization** and capable of driving change-management in a structured and process-driven fashion.
- A **team player**, capable of engaging with employees from different backgrounds and cultures -even when employees are working remotely-
- Embody **trust, integrity** and **ethics** inside and outside the company at all levels.
- Very **well-developed communication** and **management skills**. Peoples person skills
- Capacity to work on **virtual and physical events**, activities, communication as a team-builder

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; and,
- meet the character requirements for the duties involved.

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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Education:

- Minimum Master's Degree in human resources management, Labour relations or Law
- Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted
- Written and spoken English (C1) and one additional relevant EU community language.

Experience:

- At least 5 years of professional experience in a similar role in a start-up or international scale-up type organization.

JOB AND CONTRACT TYPE

Full-time and of unlimited duration

LOCATION

- Barcelona
- Some travel is expected.
- No relocation expenses are assigned to the **HR Senior Officer** functions.

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;



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- 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 “*EIT_HR007-2020_last name_first name*”. For example, Joanna Smith would name the file, *EIT_HR007-2020_Smith_Joanna*.
- Email title:** In the email subject title ensure you specify the preferred location. The subject field should read “*title position. HR07-2020*”.
- 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 of 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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