

Application deadline: 21 September 2020

Office & Engagement Manager

Location: Innovation Hub North - Copenhagen, Denmark

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.

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

Activities are carried out by our Europe-wide partner community which is geographically affiliated to one of five regional Innovation Hubs. The objective of the Innovation Hubs is to create a vibrant innovation eco-system, ensuring effective knowledge and activity management and prominent regional visibility. The Innovation Hubs coordinate local and regional activities of EIT Urban Mobility and manages the network of partners and other stakeholders within their region. The five Innovation Hubs work closely together to achieve the goals and mission of the EIT Urban Mobility.

Job reference: HR042-2020



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MAIN DUTIES AND RESPONSIBILITIES:

The **Office & Engagement Manager** supports and reports to the Hub Director and is the back-office anchor for the 5-10 staff office we are poised to develop into over the next few years. The primary focus (60%) is managing day-to-day operations of the Innovation Hub office and high-precision execution and coordination of administrative tasks. The secondary focus (40%) is supporting the Innovation Hub Director in managing the partner community and wider stakeholder eco-systems. Innovation Hub North covers 10 countries with partners already in seven of them.

The jobholder is responsible that everything runs smoothly and correctly in accordance with our corporate standards and procedures, proactively developing tasks and operations within his/her domain. S/he is able and responsible to implement and take ownership of operational procedures which s/he aligns in close cooperation with the other four Innovation Hubs and the Headquarters of EIT Urban Mobility in Barcelona, Spain. S/he will also have regular (online) meetings with the central Communications and Stakeholder Relations team to ensure brand coherence of EIT Urban Mobility. S/he welcomes (international) partners and guests who will visit the Innovation Hub office. Limited travel within the Hub region may occur.

Tasks and responsibilities include, a.o.:

- Day-to-day administrative and office management functions – from independent execution of operational routine tasks, office ICT and operations, to compilation and preparation of meeting documents, plans and presentations;
- All local management related to our central financial services (invoicing, payments, accounting, payroll, audit, etc.);
- Act as contact person for local service providers and suppliers,
- Regular (online) meetings with admin colleagues from headquarters and Innovation Hubs
- Prepare and participate in online and physical meetings and webinars;
- Responsible for procurement and branding policy compliance, for the Hub office specifically and monitoring/advising the wider partner community in general;
- Help organising meetings and events (before, during and after) in and outside the Innovation Hub North geography, and develop related reports;
- Desk research and relations to existing stakeholders within the of Innovation Hub North geography;
- Support the visibility and outreach of the Innovation Hub North at select expos, conferences and meetings;
- Act as an intermediary between Innovation Hub partners and the EIT Urban Mobility headquarter in administrative, legal or financial matters;

KEY SKILLS:

- Demonstrated experience in similar or comparable role(s);



- Excellent administrative skills: structured and systematic approach, accurate and effective task execution;
- Proven communications (management) skills – both personal and professionally;
- Strong IT literacy - expert in Office 365 (Microsoft Teams, Excel, Powerpoint, etc);
- Strong customer/user focus, service-oriented;
- Experience in developing communication materials;
- Experience in organising events and/or event logistics;
- Experience in a fast-moving, innovative, and sometimes ambiguous environment;
- Cultural acumen and ability to working with both academic, industry and city partners from several countries;
- Team player who can work independently;
- Stress resistant, pro-active and hands-on;
- A positive and 'can-do' mindset;
- Knowledge of the mobility sector and/or urban development is considered an advantage.

ELIGIBILITY:

General Conditions

Nationality: be a national of an EU Member State or an EFTA state¹ or has a work permit for Denmark.

Citizenship obligations: enjoy their full rights as citizens² and any military service obligations.

Education

Education: completed Business, Social Science or other Masters' degree, or three years of equivalent professional experience³.

Languages: Written and spoken English (C1) and minimum one other relevant Hub community language (DK/Scandinavian preferred).

Essential qualifications

Experience: 2 years of experience in international project and / or communication and events management.

Operational Experience: 2 years of higher administrative experience (preferably with EU or other public funding schemes).

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.

³ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted



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JOB AND CONTRACT TYPE

Full-time and of unlimited duration.

LOCATION

- The **Office & Engagement Manager** will be employed by and based in our Innovation Hub office in Copenhagen, Denmark.
- No relocation expenses will be compensated;
- Limited travel expected (2-4 per year), mainly regional.

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 the EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **Contact Details**
- 2) An **eligibility** 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 “*EIT_OEM_last name_first name*”. For example, Joanna Smith would name the file, *EIT_OEM_Smith_Joanna*.

Email title: In the email subject title ensure you specify the preferred location. The subject field should read “*North_Office & Engagement Manager_Application*”.

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 send an email to recruitment@eiturbanmobility.eu.

