

Application deadline: 19 April 2021




Education Project Officer - Innovation Capacity Building for Higher Education Pilot

2 to 3 years Temporary contract

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 liveable.

EIT Urban Mobility is one of the 8 Knowledge Innovation Communities (KIC) of the European Institute of Innovation and Technology (EIT) <https://eit.europa.eu/our-communities/eit-innovation-communities>. 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>We create systemic solutions that will move people around the city more efficiently and free up public space.</p>
	<p>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</p>
	<p>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</p>

ABOUT EIT UM ACADEMY

The webpage of EIT Urban Mobility Academy is <https://www.eiturbanmobility.eu/academy/>

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Our Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future.

Our programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, there are three main areas: the Master School, the Doctoral Training Network and the Competence Hub. The Master School offers 2-year double degree master programmes together with a number of leading European universities. The Doctoral Training Network offers innovation and entrepreneurship training to urban mobility PhD candidates across Europe. And, the Competence Hub offers intensive learning programmes on hot topics in urban mobility and transport aimed at professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs. In addition, the EIT Urban Mobility Academy is involved in a number of education initiative in cooperation with the other 7 EIT Knowledge Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate etc. The Education Project Officer will primarily be dedicated to these, so called Cross-KIC education activities. And, in particular the HEI Initiative.

ABOUT THE HEI INITIATIVE

The HEI Initiative – Innovation Capacity Building for Higher Education: a pan-European Cross-KIC project aimed at creating systemic impact in higher education at the institutional level, by supporting Higher Education Institutions (HEIs) to increase their innovation and entrepreneurial capacity and better integrate into and engage with innovation ecosystems. The main objectives of this project include:

- Position EIT Education as the go-to innovation & entrepreneurship capacity building instrument in the EU higher education landscape, complementing Erasmus+, MSCA, EUI.
- Showcase how the HEI Capacity Building Initiative contributes to the implementation of the forthcoming European Innovation Area, transforming HEIs into “engines of innovation”.
- Increase the entrepreneurial and innovation capacity of Higher Education Institutions (HEIs), both regarding the capacity of an HEI to be entrepreneurial and innovative, as well as being able to teach and foster innovation & entrepreneurship.
- Support HEIs with the cultivation of collaborations in innovation ecosystems through Knowledge Triangle Integration¹, and where applicable, facilitated by Smart Specialisation Strategies² of corresponding regions.

¹ The knowledge triangle refers to the interaction between business, education, and innovation, which are key drivers of a knowledge-based society. For more information, see: <https://eit.europa.eu/who-we-are/eit-glance/mission>

² <https://s3platform.jrc.ec.europa.eu/regions>



- Increase the deal flow to the EIT KICs through the promotion of EIT KIC innovation opportunities and pathways which enable and empower people to transform their ideas into market solutions.

For the pilot call see <https://www.eit-hei.eu/>

MAIN DUTIES AND RESPONSABILITES

EIT Urban Mobility is looking for an Education Project Officer primarily to support the EIT Urban Mobility part of the HEI Initiative project pilot.

The role of the Education Project Officer combines typical project management with responsibilities covering the development, implementation, delivery and promotion of successful education/training programs and initiatives. He/she will be responsible of following up the HEI Initiative pilot on behalf of EIT Urban Mobility.

The Education Project Officer will be contracted on a full-time basis for the HEI Initiative project pilot. The **duration of the pilot is expected to be 2 or up to 3 years**, starting June 2021. He/she will report to the Education Programme Manager and/or the Academy Director and will be involved in:

- Developing activities in coordination with other participating KICs and reporting back to the Cross-KIC Project Manager. Supporting the Cross-KIC Project Manager in successfully accomplishing all tasks and actions attributed to EIT Urban Mobility Academy.
- Day-to-day responsibilities for project monitoring and management. Monitoring of KPI's and milestones, reporting to the Cross-KIC Project Manager and Academy Director.
- Regular reporting on the progress of the activities, the fulfilment of the deadlines, the production of output, issuance of the deliverables and the consumption of resources. Supporting the Cross-KIC Project Manager, the Academy Director, the Finance Department, and the Project Management Office (PMO) in all the financial and project reporting activities related to the HEI Initiative project pilot.
- Contributing to the elaboration of all projects related documents, such as the development of policy and strategy for HEI Initiative project pilot.
- Supporting the Cross-KIC Project Manager in all Partner Development activities: proactively identifying and involving new University partners, supporting these partners in achieving the HEI Initiative project pilot goals, etc.
- Supporting the organisation of high-level events with city officials, industry and other KICs and contributing to the implementation of any other education related projects/activities related to the achievement of Cross-KIC goals.

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On a need basis, the Education Project Officer will also be involved in supporting other Academy activities. This to secure synergies between the different parts of the cross-KIC activities and the Academy. This may involve tasks such as:

- Contribute to the development of new learning programmes and experiences for urban mobility professionals (online asynchronous/synchronous, on-site, blended).
- Handling and operating existing training programmes.
- Supporting development activities, identifying new partners and subcontractors, or taking part in its promotion activities to attract more participants to its courses and identify new corporate clients.

REQUIRED KEY QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications:

- Master's Degree in Educational Policy, Public Policy, Regional Studies, Management, Political Science, Business Administration or equivalent working experience.
- Demonstrable knowledge on how to develop, manage and implement multi-stakeholder projects, at an operational level.
- Fluent in English, additional European languages are a plus.

Experience:

- About 5 to 10 years of experience managing multi-partner projects and/or education projects.
- Strong international project/programme management experience.
- Experience in managing EU-funded and/or other publicly funded projects as well as experience in working with academic, industry and city partners.
- Experience working within or with HEIs and/or lifelong learning (or professional training) organisations.
- Experience with European Commission funded programs (i.e., Horizon 2020 programs) would be ideal.
- Experience in working with state-of-the-art start-up ecosystem(s) (especially in the incubation phase) would be ideal

Skills:

- Capability in working with both academic and industry partners, as well as with other EU institutions (i.e., other EIT KICs).
- Well-developed presentation, organizational, communication, project-management, and negotiation skills.



- Outstanding multicultural management skills.
- Committed, proactive, trustworthy, accurate and respect of timelines and deadlines.
- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments.
- Team player who can work independently.
- A positive and 'can-do' mindset.
- Strong digital skills.
- Strong networking skills.
- Marketing and sales experience is welcome, but not required.

ELIGIBILITY

- Be a national of an EU Member State or an EFTA state³; Or have a work permit to work in Spain.
- Enjoy their full rights as citizens⁴;
- Have fulfilled any obligations imposed by national laws concerning military service
- Excellent written and spoken English (C1 minimum), additional European languages are a plus;
- Meet the character requirements for the duties involved.

JOB AND CONTRACT TYPE

- Temporary Spanish employment contract (2/3 years - Obra de Servicio).

LOCATION

- The employee will be based in Barcelona, Spain.
- Possibility to homework up to 2 days a week.
- Travel to different countries in Europe can be part of the job.
- No relocation expenses are assigned for this role.

³ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.



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. If you have prior experience in one or various of the following areas, please make sure it is explicit in your application:
 - Developing, managing, and operating learning programmes/courses, especially if within Universities and/or organisations collaborating with Universities. If possible, please specify what kind of programmes you were involved in (online/on-site, student audience/professional audience, etc.)
 - Developing, managing, and operating multi-partner, multi-stakeholder projects, especially when involving Universities and/or other types of training organisations (business school, private training centres, etc.) or when funded by public entities such as the European Union.
 - Handling reporting and partner development activities within complex projects and partnerships.
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- 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_last name_first name*”. For example, Joanna Smith would name the file, *EITUM_Smith_Joanna*.
- Email title: The subject field should read “*Education Project Officer_HR50-2021*”.
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- 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.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).

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