

Application deadline: 13 July 2021

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

In order to support the vision of creating more livable urban spaces, EIT Urban Mobility is opening a job position for the role of **EU Affairs Manager** to drive activities in policy processes and manage EIT Urban Mobility’s relations with EU stakeholders. The **EU Affairs Manager** will have a central role in working towards positioning the EIT Urban Mobility as leading innovation community to educate and inspire mobility solutions for 21st century cities, by engaging people, connecting communities, accelerating market opportunities and re-imagining public spaces.

MAIN DUTIES AND RESPONSIBILITIES

The **EU Affairs Manager** reports to the Head of Communications and EU Affairs, who is part of the Management Team. S/he is part of the Communications and EU Affairs team of EIT Urban Mobility.



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Communication, outreach and dissemination activities are an intrinsic part of the EIT Urban Mobility strategy, strengthened through integrated communication and are shaped by its communication framework, engaging partners and opinion leaders as ambassadors towards internal and external stakeholders. The communication framework consists of the following four pillars: 1) internal & external communications; 2) dissemination; 3) citizen engagement; and 4) EU affairs and stakeholder relations. Through this framework, a pragmatic mix of internal and external communication platforms will be offered, general as well as targeted thematic outreach activities and specific EIT promotional actions. The Communications and EU Affairs team is responsible for the entire communication framework, which includes the provision of policy and strategic advice to the Management Team in developing and implementing the EIT Urban Mobility's communication strategy. It furthermore supports the analysis of potential synergies of and complementarities with other EU/ national/ regional innovation support mechanisms offering scope for alignment at EIT Urban Mobility and/or within the EIT Community. S/he is responsible for further developing and implementing an EU Affairs strategy for increased visibility, impact and overall positioning of EIT Urban Mobility in the EU landscape.

Tasks and responsibilities

- Contribute to increasing the visibility, stakeholder awareness and knowledge of the EIT Urban Mobility and the entire EIT Community as well as its results among Brussels-based stakeholders and decision makers, through participation in high level events, steering groups and face-to-face meetings with strategic alliances.
- Be in charge of driving and implementing the stakeholder engagement activities in Brussels in close collaboration with the EIT Urban Mobility headquarter and the Knowledge and Innovation Communities based in Brussels, to position EIT Urban Mobility and progressively build influential power.
- Support and advice the Head of Communications and EU Affairs in strategic issues related to the EIT Urban Mobility's presence in Brussels.
- Manage, establish and maintain relations with stakeholders in Brussels with a special focus on priority groups such as the European Commission/Directorate-Generals, and at a later stage, with EU Member States and the European Parliament.
- Collect intelligence and report about key information in policy areas of EIT Urban Mobility's interest and progressively contribute to internal capacity building on EU policy matters.
- Support the development of and leverage existing synergies and complementarities with other relevant EU/national/regional stakeholders, initiatives and networks. This includes, actively scouting actors, cooperation opportunities and synergies to complement the efforts of the EIT Urban Mobility



core programmes — City Club, Academy, Innovation, Business Creation and Factory, and Innovation Hubs.

- Build on these relationships through joint communication activities, participation at and organisation of high-level events and by participating in working groups to plan and undertake joint activities.
- Develop featured stories related to EIT Urban Mobility strategic objectives and challenges.
- Coordinate closely with and contribute to the objectives of the Communications and EU Affairs team at EIT Urban Mobility's headquarter, as required.
- Support and steer stakeholder engagement initiatives of the EIT Community in Brussels, by representing EIT Urban Mobility in the EU Affairs Group of EIT-KICs.
- Contribute to the financial and operational management in the area of responsibility, including procurements, implementation of contracts, payments and reporting.
- Contribute to the achievement of the EIT Urban Mobility's objectives through inputs to horizontal coordination activities, teamwork, proactive internal communication and inputs to the work of colleagues.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.

KEY SKILLS AND EXPERIENCE

Qualifications

- Have professional experience of at least 4 years in the field of EU Affairs, EU stakeholder relations or public affairs campaigns within the EU context after obtaining the minimum qualifications set out in the section 'Eligibility – Education' below;
- At least 4 years of professional experience in drafting briefings and reports in the context of EU policies;
- Professional experience of working in an EU policy area relevant to the EIT Urban Mobility, such as in the fields of (urban) mobility/transport, innovation, research or education;
- Professional experience of working within the EU institutions and/or bodies is considered an advantage;
- Knowledge of the EU institutions and decision-making processes;
- Professional experience in an EU context in Brussels is considered an advantage;

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- Have a strategic mindset combined with hands-on and entrepreneurial approach, able to drive change and performance and take leadership;
- Strong international experience, especially in working with European matrix organisations is a plus;
- Strong presentation and public appearance skills in English (verbal, written) and ability to convey simple and effective value propositions and messages;
- Ability to manage public affairs campaigns;
- Excellent communication skills in English, both verbally and in writing.

Soft skills

- Interpersonal, communication and networking skills;
- Ability to draft policy briefs and analytical documents with the ability to synthesise and integrate ideas and concepts within the remit of the role;
- Driven and passionate in fast-paced organisation;
- A team player, capable of engaging with employees from different backgrounds and cultures, as well as able to work independently;
- Analytical and strategic mindset;
- A result driven, pro-active and pragmatic working attitude;
- Ability to work well under pressure and to respond quickly to new demands;
- Compliance oriented: understands the need of complying with external regulations.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in the country of the job location;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

Education:

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Candidates are required to have:

- a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma in an area relevant to the above tasks; or
- a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma in an area relevant to the above tasks with an additional year of relevant professional experience;
- English level of at least C1.

JOB AND CONTRACT TYPE

Full-time employment.

LOCATION

- The work location will be Brussels, Belgium.
- Travel is expected (6-9 times per year)
- Possibility to homework a few days a week.

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:

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- 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 “*first name_last name - EITUM_EU Affairs Manager*”. For example, Joanna Smith would name the file, *Joanna_Smith EITUM_ EU Affairs Manager*”.
- Email title:** The subject field should read “EU Affairs Manager. HR055-2021”.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 13 July 2021

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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