

Application deadline: 13 August 2021

Education Development Officer – Capacity Building for Higher Education 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 <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>



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ABOUT EIT UM ACADEMY

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

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. 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 Development 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.

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- 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.
- 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 Development Officer primarily to support the EIT Urban Mobility part of the HEI Initiative project pilot.

The role of the Education Development Officer combines (1) management of complex multi-partner projects involving different HEIs around Europe with (2) development activities to support the project partners as well as EIT Urban Mobility Academy in identifying new partners, beneficiaries and/or collaborators. He/she will hold responsibilities covering the development, implementation, delivery, and promotion/dissemination of successful education/training programs in the area of education innovation and entrepreneurship. He/she will thereby be in charge of following up the HEI Initiative pilot on behalf of EIT Urban Mobility as well as leveraging this initiative to support the development of the Academy.

The Education Development 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.** He/she will report to the Education Cross-KIC Programme Manager and/or the Academy Director and will be involved in:

- Supporting the Cross-KIC Project Manager in all Partner/Project 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.
- Contributing to the elaboration of all projects related documents, such as the development of policy and strategy for HEI Initiative project pilot.

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>



- 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.

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

- Contribute to developing new learning programmes and experiences for urban mobility professionals (online asynchronous/synchronous, on-site, blended).
- Managing 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 Pedagogy/Learning, Management, Innovation Management, Entrepreneurship, Business Administration, International Relations, or equivalent working experience.
- Demonstrable knowledge on how to develop and handle education/training multi-partner projects, as well as identifying, involving and collaborating with academic organisations (universities, business schools, corporate education units, etc.).
- Demonstrable business-development, partnership-development in an international/European environment, ideally Eastern-European.
- 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:

- 5-10 years of experience in international development activities (business development, new partnership development, etc.), ideally in the area of education/innovation.

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- 5+ years of experience in managing multi-partner projects/programmes at an international level.
- Experience in working with and for:
 - HEIs, universities, business schools or corporate education units
 - Start-ups/incubators/entrepreneurs experience is appreciated
 - Funding agencies such as the European Commission, ideally on programmes such as Horizon 2020

Skills:

- Well-developed presentation, organization, prospecting, listening, storytelling, and negotiation skills.
- Strong networking skills.
- Capability in working with both academic and industry partners, as well as with other EU institutions (i.e., other EIT KICs).
- 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.

ELIGIBILITY

- Be a national of an EU Member State or an EFTA state³; Or have a work permit to work in Spain.
- 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 to 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.

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



- No relocation expenses are assigned for this role.

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 “*first name_last name - EITUM_Education Development Officer*”. For example, Joanna Smith would name the file, “*Joanna_Smith EITUM_Education Development Officer*”.
- Email title:** The subject field should read “Education Development Officer. HR061-2021”.
- 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.

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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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