

Application deadline: 5 October 2021




HR Officer

(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 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 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>

MAIN DUTIES AND RESPONSIBILITIES

In a context of fast growth of the company linked to its set-up, the HR department needs support in recruiting and onboarding the new teams of EIT Urban Mobility. The estimated duration of this temporary support is around 1 to 2 years.

Reporting to the Head of HR, the **HR Officer** will support in the following tasks:

- Publish the jobs and internship announcements on our website and other job boards. Track all the applications received for each position. Shortlist candidates. Schedule and participate to interviews.

- Ensure the employee's onboarding process is completed and processed. Provide training to the new employees on our internal tools, policies and processes. Support on any other onboarding initiatives
- Preparation of the employment contracts and new hires documentation.
- Coordinate the internship agreements with the Universities/Schools.
- Prepare or update employment records related to hirings, promotions or terminations.
- Ensure that all pertinent payroll information is submitted and communicated to our payroll provider on a timely manner.
- Know and apply the collective agreement, as well as any other local regulations applicable. Assist on employee relation issues.
- Drafting the provision of services contracts.
- Coordinate of employees trainings.
- Coordinate the occupational risk prevention actions to be done internally according to Spanish Regulations (trainings, medical check, etc.).
- Support the Head of HR in policy drafting and policy implementation.

KEY SKILLS AND EXPERIENCE:

- 1-2 years of experience in the Labour department of an international law firm.
- 1-2 years of experience working in an HR department of an international organization. Experience working for an European Union organization is a plus.
- Good knowledge of Spanish Labour Law.
- Knowledge of EU Labour Regulations is highly appreciated.
- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments.
- Team player who can work independently.
- Well-organized and structured.
- Pro-active and hands-on.
- Sense of urgency.
- Well-developed communication skills. People person skills.

- Attention to details.
- Confidentiality duty.

ELIGIBILITY

General conditions

- Be a national of an EU Member State or an EFTA state¹; Or have a work permit to work in Spain.
- Enjoy their full rights as citizens²;
- Meet the character requirements for the duties involved.

Education

- Degree in Law or Labour Relations.
- Master's in Human Resources.
- Fluent in English and Spanish, both oral and written. Other EU language is a plus.

JOB AND CONTRACT TYPE

- Spanish contract. Temporary contract of 1 to 2 years (Obra de Servicio). This contract may be converted into a permanent contract depending on the size and the needs of the organization after its full set up.

LOCATION

- The employee will be based in Barcelona, Spain.
- Possibility to homework.
- No relocation expenses are assigned for this role.

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.

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 “*EITUM_last name_first name*”. For example, Joanna Smith would name the file, *EITUM_Smith_Joanna*.
- Email title: The subject field should read “*HR Officer. HR067-2021*”.
- 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](#).