

Application deadline: 14 March 2022

# Project Manager – Online Education Portal

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

## ABOUT EIT URBAN MOBILITY 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.

Within the Academy, there are three main areas: the Master School, the Doctoral Training Network and the Competence Hub.

In addition, the EIT Urban Mobility Academy is involved in a number of education initiatives in cooperation with the other 7 EIT Knowledge Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc. The

Academy has a **Cross-KIC team** comprising 1 Education Programme Manager, 2 Education Development Officers, and 1 RIS Education Officer. The Project Manager – Online Education Portal will be a member of the Academy’s Cross-KIC team and will report directly to the Education Programme Manager.

## ABOUT THE EIT VIRTUAL CAMPUS

EIT Urban Mobility is part of the **Strategic Education Cluster**, a Cross-KIC project that represents an unprecedented endeavour in the EIT Education Ecosystem to integrate, systematise and leverage education activities from different KICs, create joint offerings and open new opportunities for raising EIT’s profile and for market penetration. Among other things, the Cluster hopes to further connect all KICs’ education offer to the current and future needs of the labour market, including supporting the transition to a low-carbon economy.

In the context of the **Strategic Education Cluster**, EIT Urban Mobility will work with other EIT KICs, which combined comprise a network of over 100 universities alongside other key education and non-education players, to produce the **EIT Virtual Campus**, which aims at bringing the KICs’ professional education offer closer together to tackle the needs of modern economies and societies together. The **EIT Virtual Campus** will act as an online shopping window for hundreds of courses offered by the involved KICs.

One of EIT Urban Mobility’s main contributions to the Strategic Education Cluster will be managing the **design, development, and testing** of this brand-new EIT Virtual Campus. The long-term aspiration of the EIT Virtual Campus is to integrate all education offers across the eight KICs in one single portal, with a focus on professional education to begin with. We expect the EIT Virtual Campus to significantly increase traffic to each KIC’s education offer, and ensuring it opens new markets to otherwise topic-specific KICs.

## MAIN DUTIES AND RESPONSIBILITIES

EIT Urban Mobility is looking for a **Project Manager – Online Education Portal** to support our work to deliver the EIT Virtual Campus. The Project Manager will play a pivotal role in ensuring that the EIT Virtual Campus is ready by the end of 2022, as well as in the scale up phase starting in 2023. The role will entail a combination of strategic, operational, and commercial duties:

- **Strategic:** the successful candidate will be able to draw upon her/his experience of SaaS or in digital environments, ideally e-learning, to guide our strategic approach to building the EIT Virtual Campus and cascading it down to external contractors.
- **Operational:** he or she will be able to manage external contractors, who will directly deliver the EIT Virtual Campus, to make sure that their final product reflects our strategic approach, preferences, objectives, and that it matches what has been agreed with other Education Cluster stakeholders. The Project Manager will also liaise with other KICs’ colleagues to ensure they are consulted throughout the project, and lead on project and financial reporting.

- **Commercial:** her or she will understand the commercial ambitions of the EIT Virtual Campus, and will work with external contractors who will deliver a digital market strategy to realise these ambitions in the long term.

His/her tasks will include:

- Leading EIT Urban Mobility's work on the EIT Virtual Campus with support from the Education Programme Manager and other team members when needed.
- Sourcing, selecting and managing external contractors to help us deliver the project priorities, ensuring progress is made as agreed within the timeframes set out in our Business Plan 2022. Liaising with and consulting internal and external stakeholders to ensure co-creation of this crucial cross-European site. This could range from internal Academy colleagues with knowledge of and experience in the e-learning space or digital marketing approaches, to external colleagues in the other KICs so that the final product satisfies all parts involved.
- 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 in all the financial and project reporting activities related to this project, with the support of the Education Programme Manager, Academy Programme Manager, the Finance Department, and the Project Management Office (PMO).

## REQUIRED KEY QUALIFICATIONS, EXPERIENCE AND KEY SKILLS

### Qualifications:

- Master's Degree in Pedagogy/Learning, Management, Innovation Management, Entrepreneurship, Business Administration, Project Management or equivalent working experience.
- Expertise on how to develop, manage and implement complex multi-stakeholder digital projects, at strategic and operational levels.
- Fluent in English, additional European languages are a plus.

### Experience:

- At least 5 years of experience managing multi-partner projects, ideally in the area of education/learning or in digital environments.
- Strong international project/programme management experience, including managing external contracts.
- The ideal candidate would have experience in working in some the following:

- HEIs, universities, business schools, corporate education units, lifelong learning or professional learning organisations is appreciated.
- Start-ups/incubators/entrepreneurs experience is appreciated.
- Experience working with, designing, or delivering digital marketing or e-learning solutions will be appreciated, including experience in designing/delivering SaaS.
- Experience in managing EU-funded and/or other publicly funded projects as well as experience in working with academic, industry and city partners will be an advantage.

**Skills:**

- Strong project management skills, including management of external contractors and multi-partner projects.
- Very strong general digital skills.
- Well-developed presentation, organization, prospecting, listening, storytelling, and negotiation skills.
- Outstanding multicultural management skills.
- Team player who can work independently.
- A positive and 'can-do' mindset.

## ELIGIBILITY

**General Conditions:**

- be a national of an EU Member State or an EFTA state<sup>1</sup>; Or have a work permit to work in Spain.
- have fulfilled any obligations imposed by national laws concerning military service
- Excellent written and spoken English (C1 minimum); and,
- meet the character requirements for the duties involved.

## JOB AND CONTRACT TYPE

- Full time permanent Spanish employment contract.

## LOCATION

- The employee will be based in Barcelona, Spain.
- Possibility to homework up to 2 days a week.

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<sup>1</sup> EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

- Travel to different countries in Europe can be part of the job.
- 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; 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 in the online environment.
  - 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 funding by public entities such as the European Union.
  - Handling reporting and partner development activities within complex projects and partnerships.
  - Directly managing/supervising other team members, at least at a project level.
- 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\_Project Manager Online Education Portal*”. For example, Joanna Smith would name the file, *Joanna Smith\_EITUM\_Project Manager Online Education Portal*.
- Email title:** The subject field should read “Project Manager Online Education Portal. HR086-2022”.
- Send to:** Send your completed application to: [recruitment@eiturbanmobility.eu](mailto: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](mailto:recruitment@eiturbanmobility.eu).

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