




Application deadline: 11 November 2022

# Consultancy and Talent Pool Coordinator

## BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 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.

	<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.

Our programmes are intersectoral, interdisciplinary, international, and entrepreneurial. We will close the urban mobility knowledge gap with challenge-based training using the latest education methodologies across disciplines and sectors. Our programmes meet a wide variety of needs, including master and doctoral level education. We also provide a diverse portfolio of courses for working professionals.

Our main vehicles are:

### [Master School](#)

Our Master School offers a wide-ranging master’s degree in urban mobility and aims to train 500 graduates per year in partnership with a number of leading European universities. This EIT labelled challenge-based double degree programme

(1st and 2nd year in a different university) includes extensive training in innovation and entrepreneurship. The Master School was launched in the autumn 2020 starting with 4 universities and 2 tracks. The Master School also includes summer schools held in several European cities addressing critical urban mobility challenges. In addition, a fellowship programme is planned to be launched, further increasing the expansion of the Master School.

### Doctoral Training Network

This is an innovation and entrepreneurship programme for doctoral students, as well as a way of building networks. The aim is to train 50 graduates per year. This programme bridges research and innovation and was launched in 2020. It includes an annual doctoral forum to facilitate networking within the urban mobility research community and to reach out to cities and industry.

### Competence Hub

The Competence Hub offers intensive programmes on hot topics in urban mobility and transport to professionals from different sectors, such as project managers, engineers, city executives and entrepreneurs, co-created by our partners in various locations in Europe. This lifelong learning initiative uses a variety of formats including light online material in a web-TV channel, online courses, blended course formats, as well as more conventional face-to-face seminars. It aims to train 50,000 people per year and to reach a total of 500,000 people per year through its online offers.

### Education Capacity Building

Along with the three main Academy segments, EIT Urban Mobility is involved in several transversal activities that span the interests of several of EIT's Knowledge and Innovation Communities (KICs). These so-called Cross-KIC projects aim at jointly driving strategic topics to promote European innovation while fostering collaboration and taking advantage of synergies within the EIT ecosystem. Within the Academy, we cover the capacity building projects in the field of education, including the Higher Education Institutions (HEI) initiative.

More information on Academy: <https://www.eiturbanmobility.eu/academy/>

## **ABOUT THE JOB**

The Consultancy and Talent Pool Coordinator will report to the Academy Director. He/she will be responsible for the development, planning and implementation of the new Urban Mobility Consultancy being set up by the EIT Urban Mobility Academy. The Project Consultant Officer will ensure that the administration of the Urban Mobility Consultancy is done efficiently and promptly in coordination with the Innovation Hubs and other thematic areas. Also, he/she must facilitate the engagement with other EIT Knowledge Innovation Communities (KICs) for developing the Consultancy further.

**Main Tasks and Responsibilities:***Planning & Operation:*

- Support Academy director in administration and management of the new “Urban Mobility Consultancy” of the EIT Urban Mobility Academy
- Creating an implementation plan and timeline for the Consultancy
- Preparation, planning and execution of the commercialisation strategy for the Consultancy
- Developing communications and marketing plan of the proposed consultancy for cities, businesses, organisations, start-ups etc
- Scouting for talents from the Master School and Doctoral Training Network, and onboarding them into the consultancy
- Formalising the financial sustainability strategy for the Consultancy

*Synergies:*

- Coordination with the Innovation Hubs to establish the consultancy services from the hubs, sourcing talents and scouting for prospective clients and assignments from local ecosystems.
- Collaborating with other thematic areas (Business Creation, Factory, Innovation, City Club), aligning mutual objectives and KPIs
- Interface with the Business Creation to assist the entrepreneurs from the Academy talent pool
- Facilitating the expansion of consultancy services as a cross-KIC programme to include talents and services from other EIT Knowledge and Innovation Communities

*Other:*

- Work as a consultant on specific client assignments
- Benchmarking Academy initiatives of EITUM with other KICs
- Administrative support for the Academy team in monitoring KPIs, outputs and deliverables
- Assist in financial planning for Academy related activities

The position is based in **Barcelona**.

**Permanent and full time position**, with possibility to homework up to 2 days a week.

No relocation expenses are assigned.

## THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

The ideal candidate would have:

- At least 4-year experience coordinating or leading assignments involving multiple stakeholders
- Experience in problem-solving and prioritization to handle competing interests, needs, and expectations of many parties
- An entrepreneurial mindset with a strong focus on deliverables.
- Prior experience in cost/financial planning.
- Strong organizational and administrative skills.
- Committed, accurate and respectful of timelines and deadlines
- Independent worker but a team player
- Pro-active and self-starter attitude
- Strong IT and digital skills
- Professional use of MS Office (Excel, Teams, SharePoint).

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

## GENERAL CONDITIONS

By the closing date of this call candidates must:

- enjoy their full rights as citizens;

## EDUCATION

- Master's degree in relevant areas such as in mobility, innovation and entrepreneurship, or equivalent training or working experience.
- Written and spoken English (C1), any other European language is a plus.

## 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.

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 PDF format.

File name: Name the file according to the model “*EITUM\_first name\_last name*”. For example, Joanna Smith would name the file, *EITUM\_Joanna\_Smith*.

Email title: The subject field should read “*Consultancy and Talent Pool Coordinator. HR126-2022*”.

Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

**Deadline for Applications: 11 November 2022**

### 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](#).