

Application deadline: 15 August 2021

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

## 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. And, the Competence Hub offers intensive learning programmes on hot topics

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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 initiatives in cooperation with the other 7 EIT Knowledge Innovation Communities, EIT KICs, such as EIT Food, EIT Health, EIT Climate, etc. The Education Programme Manager will primarily be dedicated to these, so called, Cross-KIC education activities.

## ABOUT CROSS-KIC PROJECTS

Cross-KIC projects are those projects that aim at enhancing the cooperation and synergies between different EIT KICs, at fostering a more inter-disciplinary approach and at creating a critical mass among KICs to tackle topics of common interest. Cross-KIC projects include, among others:

- 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.
  - Support HEIs with the cultivation of collaborations in innovation ecosystems through Knowledge Triangle Integration<sup>1</sup>, and where applicable, facilitated by Smart Specialisation Strategies <sup>2</sup>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.
- The Human Capital Project: the main objective of this Cross-KIC project is to facilitate collaboration between the KICs in the domain of education and to support the KICs road to financial sustainability by

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<sup>1</sup> 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>

<sup>2</sup> <https://s3platform.jrc.ec.europa.eu/regions>



creating synergies and to develop joint knowledge creations further. The main objectives of this project include:

- Continuing to establish the EIT brand as a leading innovator in education.
- Developing tools and platforms that facilitate e-learning and that contribute to the revenue generation objectives of all KICs.
- Upskill educators, students, and companies in digital and entrepreneurial skills in line with the EU green deal needs.
- Foster collaboration between KICs – enabling sharing of best practices and reduction of costs.

## MAIN DUTIES AND RESPONSIBILITIES

EIT Urban Mobility is looking for an Education Programme Manager to support our work across Cross-KIC portfolio of activities covering mainly the education pillar of EIT Urban Mobility, such as the HEI Capacity Building Initiative and the Human Capital project, and other similar initiatives launch in the future.

The role of the Education Programme Manager combines typical project management with responsibilities covering the development, implementation, delivery and promotion of successful education/training programs and initiatives. He/she will be responsible of leading/managing EIT Urban Mobility's participation in several Cross-KIC projects.

The Education Programme Manager will report to the Academy Director. He/she will be supported by Education Project Officers (on a project-by-project basis) and will be in charge of activities such as:

- Developing Cross-KIC activities in coordination with other participating KICs and reporting back to the Academy Director. Successfully accomplishing all tasks and actions attributed to EIT Urban Mobility Academy.
- Managing a Cross-KIC Project Officer who will support you in all Cross-KIC project related activities.
- Day-to-day responsibilities for project monitoring and management. Monitoring of KPI's and milestones.
- 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. Leading in all the financial and project reporting activities related to the Cross-KIC projects, with the support of the Academy Programme Manager, the Academy Director, the Finance Department, and the Project Management Office (PMO).
- Coordinating and formulating all necessary projects related documents, such as the development of policy and strategy for cross-KIC projects. Supporting the Academy Director in defining and "operationalising" EIT Urban Mobility's participation in the different Cross-KIC project. If needed, the Education Programme Manager will lead/coordinate one or various Cross-KIC projects.
- Leading EIT Urban Mobility's involvement in all Cross-KIC activities: proactively identifying and involving new HEIs partners, supporting these partners in achieving the Cross-KIC project goals, etc.



- Leading and/or 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.

The Education Programme Manager - Cross-KIC will also be responsible for managing the RIS (Regional Innovation Scheme) Education activity portfolio aiming at increasing education and training capacity in less developed parts of Europe.

On a need basis, the Education Programme Manager will also be involved in supporting other Academy activities. This to secure synergies between the different parts of the Cross-KIC activities and the Academy.

## REQUIRED KEY QUALIFICATIONS, EXPERIENCE AND KEY SKILLS

### Qualifications:

- Master's Degree in Educational Policy, Public Policy, Regional Studies, Management, Political Science, Business Administration, or equivalent working experience.
- Demonstrable expertise on how to develop, manage and implement complex multi-stakeholder projects, at strategic and operational levels.
- Fluent in English, additional European languages are a plus.

### Experience:

- About 10 years of experience managing multi-partner projects and/or education projects.
- Strong international project/programme management experience.
- Experience in managing EU-funded and/or other publicly funded projects as well as experience in working with academic, industry and city partners.
- Experience working within or with HEIs and/or lifelong learning (or professional training) organisations.
- Experience with European Commission funded programs (i.e., Horizon 2020 programs) would be ideal.

### Skills:

- Capability in working with both academic and industry partners, as well as with other EU institutions (i.e., other EIT KICs).
- Proven managerial and leadership skills. Ability to work at a strategic level, "operationalise" complex conceptual frameworks/conversations and "get things done" at an operational level.



- Excellent presentation, organizational, communication, project-management, and negotiation skills.
- Outstanding multicultural management skills.
- Committed, proactive, trustworthy, accurate and respect of budgets, resources, 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.
- Strong digital skills.
- A passionate networker.
- Marketing and sales experience is welcome but not required.

## ELIGIBILITY

### General Conditions:

- be a national of an EU Member State or an EFTA state<sup>3</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

- Permanent Spanish employment contract.

## 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.
- 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.

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



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 if within Universities and/or organisations collaborating with Universities. If possible, please specify what kind of programmes you were involved in (online/on-site, student audience/professional audience, etc.)
  - 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 funded 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\_Education Programme Manager*”. For example, Joanna Smith would name the file, *Joanna Smith\_EITUM\_Education Programme Manager\_*.
- Email title:** The subject field should read “Education Programme Manager. HR047-2021”.
- 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;

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- 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](#).

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