

EIT Digital seeks Innovation Analyst

About EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation. EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 150 top European corporations, SMEs, start-ups, universities and research institutes; thus bringing together students, researchers, engineers, business developers and entrepreneurs in Co-Location Centres (CLC) in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, and in its hub in Silicon Valley. EIT Digital seeks to generate significant innovations from top European research results. Our objective is incubation, market uptake and rapid growth of these innovations. We focus our investments on a limited number of innovation areas that we have selected with respect to European relevance and leadership potential - the Innovation Action Lines. We currently have five Action Lines: Digital Industry, Digital Cities, Digital Wellbeing, Digital Infrastructure as well as Digital Finance. Each Innovation Action Line is a portfolio of Innovation Activities (innovation projects carried out by the EIT Digital Partners during a defined period of time, usually 1 year) and fast-growing technology startups that are ready to scale commercially. These entrepreneurial projects are grounded in game-changing research results, high-profile technologies and disruptive business strategies.

EIT Digital is an equal opportunity employer.

Job Profile

For the operational support related to its Innovation Activities, EIT Digital is looking for a highly motivated professional who is able to work effectively in complex and dynamic multiparty environments. The main purpose of this support position is to drive delivery from the EIT Digital Innovation Activities in terms of KPIs (Key Performance Indicators, e.g. the number of new startups and products that are being created), Deliverables, Outputs and Impact.

Main tasks include:

- Provide hands-on support to all stakeholders of the EIT Digital Partnership, especially with respect to achieving goals in terms of KPIs, Deliverables and Impact
- Track and monitor progress of EIT Digital Innovation Activities
- Raise red flags when project risks and impediments are spotted and support the Activity team to remove them
- Manage and analyze data (e.g. KPI results, budget allocations, etc.); provide suitable presentations / visualizations
- Manage and improve the relevant (IT) infrastructure and tooling (e.g. databases and visualization tools)
- Manage processes, ensure execution excellence and contribute to continuous improvement

Expected Qualifications

- BSc or MSc in Science, Technology, Engineering or Mathematics (STEM)
- Approximately 5 years of experience in a similar position
- Understanding of digital technologies and of the way digital products/services are designed and developed
- Good project management skills (EU project experience is especially welcome)
- Strong IT skills; excellent knowledge of Microsoft Office Products, especially Excel and potentially PowerBI
- Experience in data collection, analytics and visualization
- Experience with operational tasks and processes
- Excellent verbal and written communication skills and ability to adapt to a variety of pan-European stakeholders (Corporations, Universities, Research Centers as well as EIT Digital management and staff
- Autonomous and pro-active, as well as a natural team player
- Ability to embrace a dynamic work environment and accustomed to performing under pressure
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace remote interactions (e.g. videoconference, phone, email)

Location

Place of employment is the EIT Digital Headquarters office in Brussels, Belgium.
Occasional European travel needs to be expected.

Reporting to

Head of EIT Digital Innovation & Education Operations

Language Skills

Excellent command of English is required. Additional language skills are welcome.

Contact

Federico Menna, Head of Innovation & Education Operations, EIT Digital, federico.menna@eitdigital.eu

To apply

Please email your C.V. and a motivation letter that outlines how your skills and experience meet the expected qualifications listed above, to: innovation_analyst@eitdigital.eu
Applications that do not include both a resume and a motivation letter will not be considered. Due to the large amount of applications we normally receive, we will only be able to follow up with shortlisted candidates.

Applications can be submitted until December 21, 2017.