

EIT Digital seeks an Innovation and Education Analyst

About us

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 200 top European corporations, SMEs, start-ups, universities and research institutes. As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in our pan-European network of Co-Location Centres in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento. We also have a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

EIT Digital is an equal opportunity employer and values diversity. To build a digital world 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 below criteria and encourage applications from women, ethnic minorities, disabled people and other underrepresented groups.

About the role

For the operational support related to its Innovation and Education Areas, 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 and Education Activities in terms of KPIs (e.g. the number of new start-ups that are being created or the number of graduates from EIT Digital's education programmes), Deliverables, Outputs and Impact.

Main Responsibilities

- 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 and Education Activities
- Raise red flags when project risks and impediments are spotted and support the teams to remove them
- Support regular reporting to EIT Digital management on revenue and financial sustainability streams generated by Innovation and Education Activities
- Manage and analyse data (e.g. KPI results, budget allocations, etc.); provide suitable presentations / visualizations for EIT Digital management
- Manage and improve the relevant (IT) infrastructure and tooling (e.g. databases and visualization tools) liaising with the other Innovation and Education Operations team members in order to develop a centralized and holistic database
- Prepare data and input for the yearly budget planning
- Support and facilitate reporting, invoicing and procurement processes
- Manage and support the key annual processes of EIT Digital (formal reporting to the EIT, quarterly reporting to SB, Call process, Business Plan writing) in collaboration with the other Innovation and Education Operations team members, ensure execution excellence and contribute to continuous improvement.

Qualifications

- Master's degree in Science, Technology, Engineering or Mathematics (STEM) is required. Minimum of 3+ years' relevant experience; working in digital innovation / technology industry.

Experience and Skills

- Understanding of digital technologies and of the way digital products/services are designed and developed
- Good project management skills, EU project experience is a plus
- Strong IT skills; excellent knowledge of Microsoft Office Products, especially Excel and 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 Centres)
- Autonomous and pro-active, as well as a natural team player
- Ability to embrace a dynamic and fast-paced working environment and accustomed to performing within short deadlines
- Hands-on and can-do attitude with high level of commitment to duties, timelines and deadlines
- Aptitude in problem-solving

Languages

- Fluent in English with excellent verbal and written communication skills
- Knowledge of any of the languages Dutch, French, German, Italian, Spanish, Swedish, Finnish or Hungarian is desirable but not necessary to apply for the role

Place of employment EIT Digital office in Brussels, Belgium

Applicant needs to be prepared to occasional travel to other European Co-Location Centres

Reporting to Head of EIT Digital Innovation & Education Operations

To apply

Please mail a resume and motivation letter to analyst@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position.

Applications without a motivation letter will not be considered.

Applications should be submitted before 5pm Friday 7 June 2019.