



EIT Digital is seeking the Stockholm Co-Location Centre Manager

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 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 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 below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

The Role

The Co-Location Centre (CLC) Manager has the overall responsibility for supporting the EIT Digital ecosystem and its innovation, entrepreneurship and entrepreneurial education activities through an effective Co-Location Centre. The CLC Manager supports EIT Digital activities in the Node in a collaborative manner with the Node Director and the EIT Digital Innovation and Education Leaders. The CLC Manager takes the lead in making the CLC a lively and vibrant environment, fostering Education/Research/Business integration and multi-disciplinary team cross-pollination, in order to stimulate entrepreneurship in innovation and education. The responsibility includes CLC operations, administrative/financial, reporting and logistical aspects.

Main Responsibilities

- Align Co-Location Centre policy and support to the EIT Digital strategy and activities
- Engage in the Node Team activities (e.g. CLC internal meetings)
- Provide organisational and operational support for the EIT Digital Node and Action Line activities, events and workshops at the CLC, such as Innovation Days, Innovation and Accelerator Initiatives, Education Activities (e.g. Doctoral Training Centres, Summer Schools, Master School Activities, Professional School Activities), Post-Master activities, Call for Proposals related activities
- Overall operational responsibility of the CLC and its resources to oversee the profile and effectiveness; Planning and management of office spaces and relevant logistic aspects for the CLC (e.g. contracts for rent, refurbishment and IT infrastructures)
- Facilitate the on-boarding of EIT Digital employees and welcoming of short/long-term visitors

- Provide support to EIT Digital events in the Node external to the CLC
- Collaborate with the other EIT Digital CLC Managers across Europe, including sharing of best practices

Qualifications

- Extensive professional experience of 10+ years within the digital/technology industry; work experience across organisations and/or work experience in an international organisation is a plus.
- MSc in Science, Technology, Engineering and Mathematics (STEM) education, preferably in Computer science or related field. A PhD in Computer Science or STEM is a plus.

Experience and Skills

- Ability to translate digital innovation and education strategy into operation with a hands-on entrepreneurial mindset
- Deep knowledge of the country's digital ecosystem and the surrounding group of both private and public sector stakeholders
- Experience of managing/coordinating with internal and external stakeholders
- Capacity to influence and sell nuanced propositions to senior executives with a growth mindset who can clearly communicate their vision to senior decision makers within local digital economy
- Sound understanding of administrative processes, financial and legal matters; experience of administration in EU-funded activities is a plus
- Outstanding organisational skills, including logistic aspects
- Experience in events planning, organisation and execution
- Aptitude in problem-solving.

Reporting to the Node Director Sweden.

Languages

- Fluent in English and Swedish with excellent verbal and written communication skills
- Knowledge of any other EU language is a merit

Place of employment

EIT Digital Stockholm Node – in Kista, Sweden

To apply

Please mail a resume and motivation letter to clcmanager_se@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 13 September 2019.

