

Innovation and Education Analyst

About the role

For the operational support related to its Innovation Factory, Accelerator and Entrepreneurial Academy, 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 position is to drive the delivery of EIT Digital Innovation and Education activities in terms of KPIs, Deliverables, Outputs and Impact.

Main Responsibilities

- Innovation and Education Activity Support
 - 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 Activities
 - Work with the local EIT Digital teams to assess the maturity level of the Innovation and Education Activities run in the respective Co-location Centres and support them in achieving their business and impact targets
 - Raise red flags when project risks and impediments are spotted and support the teams to remove them
- Data Management and Business Intelligence
 - 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. Perform data profiling to identify and solve anomalies
- Operational Excellence and process management
 - Drive the key annual processes of EIT Digital (formal reporting to the EIT, quarterly reporting to SB, Call process, Business Plan preparation), ensure execution excellence and contribute to continuous improvement
 - Develop new standard templates, procedures and processes and identify opportunity to improve the existing ones
 - Support and facilitate reporting, invoicing and procurement processes
 - Define and improve Activity performance metrics to maximise efficiency and delivery of the EIT Digital portfolio of activities

Qualifications

Master's degree in Science, Technology, Engineering or Mathematics (STEM) is required. Minimum of 5+ years' relevant experience; working in digital innovation / technology industry. PhD in Computer Science field is a merit.

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 knowledge in Technology; excellent knowledge of Microsoft Office Products, especially Excel, SharePoint and PowerBI
- Proven experience in data collection, analytics and visualization
- Experience with operational tasks and processes
- 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 contribute both independently and as part of a team
- Hands-on and can-do attitude with high level of commitment to duties, timelines and deadlines
- Excellent analytic and problem-solving skills

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 travels to other European Co-Location Centres

Reporting to Head of EIT Digital Innovation & Education Operations

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 270+ 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.

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. Additional information can be obtained via careers@eitdigital.eu.

Applications should be submitted until 5pm Friday 27 March 2020, CEST