

Job Offer Innovation Platform Trainee at EIT Health Spain

To apply for this position, it is **essential to be able to sign an agreement with your University within a trainee framework.**

About EIT Health

Europe faces a turning point in health. An ageing population, the rising burden of chronic disease, and growing multi-morbidity are all placing pressure on health systems across Europe.

EIT Health is a vast, vibrant community of world leading health innovators backed by the European Union. Working across borders, our network connects approximately 150 world-class partner organisations, as well as entrepreneurs, start-ups and SMEs from the worlds of business, research, education and healthcare delivery. Our aim is to answer the biggest health challenges Europe faces and we believe that life changing innovation happens when these worlds meet and collaborate. That's why we call this the 'knowledge triangle'.

From our headquarters in Munich, six regional Innovation Hubs (CLCs) and InnoStars cluster, which brings together organisations from regions in which the overall pace of innovation is more moderate, we provide an ecosystem in which fresh thinking can thrive. Our Regional Innovation Scheme further expands our presence in 13 countries across Central, Eastern and Southern Europe. EIT Health also leads the development of the EIT Hub in Israel, which connects innovators across Europe to other key thriving ecosystems beyond the EU.

EIT Health is supported by the [European Institute of Innovation and Technology \(EIT\)](#), a body of the European Union. Our ambition is to enable people in Europe to live longer, healthier lives by transforming businesses and delivering new products and services that can progress healthcare in Europe and strengthen our economy.

About the Spanish CLC

EIT Health Spain has partners from six regions (Catalonia, Galicia, Madrid, Valencia, Basque Country and Andalusia) offering a vibrant innovation environment with close ties between businesses, universities, university hospitals and healthcare providers who act as strong agents in the three pillars of the innovation triangle: research, education and business creation.

Our vision is to be a reference alliance in health, enhancing the prevention and promotion of active aging and improvement of the chronic patient. We work to ensure sustainability of the Spanish node and foster collaboration at both the national and international levels.

EIT Health Spain partners' competences and strengths cover five key strategic areas: treating and managing chronic diseases, employing big data and health analytics, self-managing health, overcoming functional loss and improving the healthcare system.

Our CLC headquarters are located in the Barcelona Science Park, at the University of Barcelona. At present we are a team of 12 staff members.

For more information visit: <https://eithealth.eu/in-your-region/spain/>

The Role

The EIT Health Spain Innovation Platform Trainee will mainly support the Innovation Team in their tasks related to building and managing a growing portfolio of projects. The position covers a range of IT, accounting, administrative, quality management and procurement functions. Those tasks will be complemented with increasing interaction with other members in the network and involvement in the definition of planning and processes.

We are seeking a self-paced, curious and efficient Innovation Platform Trainee to contribute to the seamless delivery of services offered by the CLC Spain. This work is for you if you are looking to develop your career in the IT/Healthcare industry, brave to learning new things every single day, passionate about continuous improvement, creating impact and building long-lasting relationships. The post holder will also contribute to the development of IT platforms and tools for the use of the whole team at EIT Health Spain and external stakeholders, in coordination with the EIT infrastructure and resources. This means that you must have hands-on experience in developing similar solutions and your work will have to be useful for a range of diverse users, both internal and externally, meeting quality and legal requirements.

This is a challenging and exciting multidisciplinary role that will require high levels of resilience, flexibility and drive for results. The post holder reports directly to the EIT Health Spain Innovation Manager and works in close collaboration with the rest of Spanish Pillar Managers, the EIT Health Communication Team, Managing Director, the KIC Partners and the EIT Health Spain ecosystem representatives, in coordination with HQ and other CLC/InnoStars related positions.

- Job title: **Innovation Platform Trainee**
- Reporting to: EIT Health Spain Innovation Manager
- Duration: 6 months (starting 15 September 2020 or as soon as possible)
- Status: Part Time / Full-time employee (minimum 20 hours / week; maximum 40 hours/week)
- Location: EIT Health Spain office in Barcelona (Barcelona Science Park PCB). Remote location could be considered.

Main Responsibilities

As an Innovation Platform Trainee, your work will include:

- Supporting the three EIT Health departments or “pillars” (Innovation, Business Creation and Campus) through the conception, design, planning, coordination, implementation, update and follow-up of adequate IT tools and platforms using an iterative approach.
 - Development and update the different databases and managing platforms (customers, procurement, documents, events, proposals and projects)
 - Development of the CLC Spain Innovation one-stop-shop (repository)
 - Development of marketplace tools to facilitate partner/service search
 - Development of training material and documentation for the services developed
- Administrative tasks:
 - Management of documents and shared folders
 - Elaboration of minutes of meetings, summaries and compilation of Frequent Asked Questions (FAQs)
 - Text/Video editing and copywriting
 - Creation of presentations and graphic materials from existing content
 - Travel bookings

- The use of corporate resources to communicate and schedule meetings/events with Spanish partners as well as start-ups and other colleagues and stakeholders at EU level.
- Supporting the review of project indicators of projects led by partners of the CLC Spain.
- Supporting the reporting of metrics (KPI) related to meetings and events to ensure timely completion of deliverables, accuracy, effectiveness of the work and within budget.
- Planning and execution of follow-up actions for the completion of key requirements.
- Becoming the responsible person of procurement procedures and quality assessment.

This is an exciting time to join the team at EIT Health and the position provides a fantastic opportunity to make a positive and meaningful impact, as we continue to grow the EIT Health network, improve and increase the offered services and enhance our profile within the European healthcare ecosystem.

Essential criteria

- Final-Year Student, Recent Graduated or University Master's Student in Informatics/Telecommunication Engineering, Business Administration or a relevant field, who would like to combine their studies with work.
- Possibility of concluding a training contract with your University; we are searching for a collaboration within a trainee framework.
- Interest in science, technology, innovation and the healthcare sector in Spain and Europe.
- Excellent digital literacy (at least MS Office suite and digital communication tools). Demonstrable hands-on experience on office/IT tools, software and applications (Access or similar) and platforms (SharePoint or similar), at least as an advanced user. Clear understanding of digital security, especially access/permission processes and hierarchies. **Please clearly specify relevant knowledge, skills and experience in your CV and motivation letter.**
- Capacity and willingness to work in an international work environment, with English and Spanish as main languages. Clear, effective written and verbal communication skills. The work will involve remote communication with our colleagues in the CLC, headquarters (HQ) and other EU nodes.
- Client-focused approach. The work will have an iterative format, including directly gathering requirements from and testing with activity leaders and master contacts of EIT Health partners and other stakeholders (e.g. public administration, procurement or consultancy companies...)
- Excellent team-working skills and capacity to work independently, in dynamic and multidisciplinary environments, both face-to-face and remotely. Ability to adapt in a fast-paced constantly changing environment. Self-starter, ability to use initiative, good work ethics with a can-do attitude.
- Demonstrable analytical thinking and problem-solving capacities. Capacity to prioritize and manage a variety of tasks.
- Detail and quality-oriented person.
- Interest in the implementation/use of standards and compliance with regulation.

Desirable criteria

- Knowledge of other European languages, including official languages of the CLC Spain.
- Ability to use meeting scheduling, events management tools and networking software packages.
- Creative skills and experience using design tools to create presentations or graphic materials.
- Knowledge or experience in (self) implementation of time and project management methodologies (e.g. GTD, S3, Agile, Kanban).
- Legal/Financial knowledge, especially of the Horizon 2020/Horizon Europe AMGA Framework.
- Knowledge or experience in implementation of ISO requirements/Quality norms (e.g. ISO 30301:2011, ISO 27001:2013) and regulation (e.g. GDPR, ePrivacy Regulation).

What we offer

- Internship position at EIT Health Spain with possibility of curriculum internship (Final Master Thesis Practice)
- The role is a part-time/full-time position (0.5-1 FTE), based on a vibrant innovation hub in Barcelona. Full access to the services and facilities offered.
- Flexible working hours with the opportunity of two-days/week remote working when appropriate.
- Continuous support and training directly by the managers. An excellent opportunity to thrive in a collaborative team within a dynamic environment that fosters new initiatives.
- Practical sense of belonging to a large international institution, with start-up mentality, fast and flat processes, straight internal communication, low hierarchies and freedom to operate.
- An extensive network in the healthcare sector of professionals from industry, academia and entrepreneurship entities, with excellent partners that collaborate on outstanding projects of European relevance. An opportunity to learn and to help create entrepreneurial and innovation communities in Spain.
- Opportunities to participate in activities and events organised by EIT Health and the CLC Spain that will contribute to your career development.
- Learning and development programme for staff. Opportunities to acquire other responsibilities in a growing institution according to your skills, capacities, interests and methods of operation.

Notes

- The working languages of EIT Health Spain are Spanish and English. Catalan would be an asset, not a requirement.
- The position will be based in Barcelona (remote location could be considered).
- This is a new position.

Key working relationships:

Internal:

- EIT Health Spain Innovation Manager (line manager), Office Manager and rest of the team.

External:

- EIT Health HQ Innovation Team, Data Platforms Team, Finance Team, Project Management Teams, Project Management Office Team
- EIT Health Innovation Team (UK/Ireland, Scandinavia, Belgium/Netherlands, France, Germany, InnoStars)
- EIT Health Partners

To apply

Applications should consist of a full curriculum vitae (2 pages max.) and a cover letter describing briefly how you meet the above criteria and outlining your interest in and vision for the role. Applications shall be submitted via e-mail to clc.spain@eithealth.eu with the subject line “Innovation Platform Trainee”, by **7 September 2020**.

Please indicate your earliest possible entry date, University agreement for internship, time availability, as well as salary agreed with your institution. The selected candidate is expected to commence duties as soon as possible.

EIT Health is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, or marital status.