

Operations Lead (m/f/d) EIT Health Germany-Switzerland

EIT Health – Co-Location Centre, Munich

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to promote healthy living, support active ageing and improve healthcare. EIT Health brings together leading organisations along the entire value chain – smaller companies, larger industry, excellent academic and research institutions, and public sector organisations. Together we work toward a healthier Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health has Central Offices (CO) in Munich and develops activities across a network of regional Innovation Hubs (known as Co-Location Centres (CLCs) in Munich, Paris, Dublin, Barcelona, Rotterdam, Stockholm and Vienna). In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal and Italy. EIT Health includes more than 130 partners.

About EIT Health Germany-Switzerland CLC

The CLC in Germany-Switzerland has 15 Partners – from leading companies and public health organisations, renowned universities and research institutions across both countries. They collaborate to realise EIT Health's mission to be Europe's leading innovation platform, facilitating longer, healthier lives and more sustainable healthcare systems.

Role overview

EIT Health Germany-Switzerland CLC is seeking to appoint an **Operations Lead**, reporting to CLC Managing Director.e

The EIT Health Germany-Switzerland Operations Lead will be responsible for developing and implementing effective, strategically driven, proactive and compliant processes in the newly established CLC Germany-Switzerland. Main tasks will be management and maintenance of day-to-day operations, including HR, finance, banking, payroll, audit preparation, procurement, keeping records in compliance with public tender/funding rules, data protection, and GDPR policies and processes.

The successful candidate will be part of the local team collaborating with colleagues across Europe and ensuring a close alignment with the Central Office team.

Objectives of the role

The main objectives of the Operations function at EIT Health are to:

- Ensure Finance execution and management in close collaboration with the EIT Health Central Office finance team.
- Ensure IT implementation in close collaboration with the EIT Health Central Office IT team.
- Ensure HR processes and development plans in close collaboration with the EIT Health Central Office HR team.

- Implement, update and oversee standard operating procedures in operations, finance and procurement in compliance with EU funding rules.
- Ensuring effective CLC governance: Working with Managing Director to set and circulate agendas; take meeting minutes; and assist with any logistics requirements.
- Update and amend data protection policies and documents, and amend data security access in coordination with IT, in compliance with data protection policies and GDPR requirements.
- Supporting the Managing Director in steering and representing the legal entity.

Responsibilities and duties

- Collaborate with CLC Managing Director in setting and driving organizational setup, operations strategy, hiring levels and finance.
- Interact with Central Office team to coordinate Finance, HR and IT services according to internal Service Level Agreements.
- Interact with accountancy firm, tax advisors and law firm.
- Provide active management, coordination and overview of the CLC's operations.
- Manage and maintain day-to-day finance, banking, payroll.
- Prepare, schedule and organise internal governance meetings including Shareholder Assembly, Local Supervisory Board, Strategic Orientation Committee and Team Meetings.
- Ensure data protection and GDPR policies and processes.
- Work collaboratively with the team to support coordination and documentation for audit preparation across finance, procurement and operations to meet EU funding rules requirements.
- Prepare and support all external audit requests
- Plan and oversee strategic, and operational processes and deliverables of broad significance to the organization.
- Establish and implement short- and long-term organisational goals, objectives, strategic plans, policies, and operating procedures.
- Monitor and evaluate programmatic and operational effectiveness and effect changes required for improvement.
- Manage strategic projects and ensure timely delivery of services and results.
- Leverage synergies across portfolio and foster collaboration among internal stakeholders (within CLC and with EIT Health Central Office).
- Coordinate and ensure optimal internal information flow and communications by implementing necessary processes and tools.
- Ensure effective recruiting, onboarding, professional development, performance management, and retention.

Required Skills & Experiences

Education:

- Educated to degree level in a relevant subject.

Experience:

- 5 years' experience in an office based Finance and Operations management role supporting the Managing Director to run the office, with a comprehensive understanding of finance,

audit, procurement, operations management policies, processes, their implementation and compliance.

- Financial management experience: Full or part qualified accountancy qualification.
- Experienced in audit preparation: European funding and Company annual audits.
- Experience in managing compliance to data protection and GDPR policies.
- Experience in managing procurement processes and compliance to procurement processes.
- Experience with banking processes and managing outsourced payroll.
- Experience in the maintenance up to date records on Microsoft Sharepoint and Teams that meet public tender/funding compliance standards.
- Experience in working in complex and innovative environments, cross culturally in an international and/or public-private environment with a proven ability to engage a wide range of stakeholders.

Specific skills:

- Excellent Microsoft office skills across all software programmes.
- Exceptional interpersonal and communication skills including strong written and presentation skills.
- Flexible, proactive and well-organised approach to work.
- Ability to hit the ground running and add value quickly.
- Experience and ability to work both independently and within teams.
- Innovative, dynamic and resilient.
- Analytical skills and ability to resolve problems.
- Excellent personal organisation and time management including the ability to prioritise and manage a variety of tasks and to meet deadlines, both prescribed and self-imposed.
- Ability to navigate a complex organisational structure and operational processes of a growing organisation.
- The ability to demonstrate strategic and analytical thinking skills.
- Fluent English and German language skills, both oral and written.

Personal characteristics:

- Personal integrity and professional confidentiality.
- High level of self-awareness and confidence.
- Exceptional interpersonal and communication skills.
- Excellent analytical skills and ability to resolve problems.
- Proactive and well-organized. Ability to perform effectively under pressure with excellent personal organization and time management.
- Ability to prioritise and manage a variety of tasks and to meet deadlines, both prescribed and self-imposed.
- High levels of resilience, flexibility and drive for results.
- Ability to work independently and as part of a team, as required.
- Innovative, dynamic, and resilient.
- Highly entrepreneurial attitude.
- An open and positive attitude to working in a constantly changing environment.

Other relevant criteria

- Located in Germany or Switzerland, preferably at the CLC office in Munich. Should be prepared to travel within relevant region and throughout Europe on a regular basis.

What we offer

- The Operations Lead role is a full-time position (1 FTE), with potential travel – primarily in Europe.
- Start-up mentality, fast and flat processes, straight internal communication, non-hierarchical structure and freedom to operate with autonomy.
- An extensive network in the healthcare sector, with exposure to high-level and senior representatives from key players and influencers.
- The opportunity to work on critical projects of European interest, contributing to improving the lives of patients and citizens.
- Dynamic, flexible, and enjoyable working environment.
- Familiar and trustworthy atmosphere within an international and dynamic team.
- A competitive salary and benefits package.
- Partial work from home possible

Application process

- EIT Health applies a policy of equal opportunities and accepts applications without discrimination on any grounds.
- Applications should consist of a cover letter and a curriculum vitae. Please include the following in the cover letter: introduction, your motivations for applying for the position, your earliest start date, and your salary expectations.
- [Apply via our Careerpage here.](#)
- The selected candidate is expected to commence duties as soon as possible. Please indicate your earliest possible entry date as well as salary expectations. The position will remain opened until filled.

For more information visit: www.eithealth.eu