

Position Description – European Project Manager

Position Details

Position Title: European Project Manager – MSCA Projects

Position Number: NEW

Portfolio: Global Development Portfolio

School/Group: RMIT Europe

Campus Location: Based at RMIT Europe (Barcelona, Spain)

Employment Type: Fixed-term contract from November 2020 to March 2025

Salary: 40 000€ - 45 000€ per annum (salary commensurate with experience and qualifications)

Time Fraction: FTE 1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

Founded in 1887, RMIT is a multi-sector university with more than 87,000 students including 15,000 at postgraduate level and 11,000 staff globally. The University offers Postgraduate, Undergraduate, Vocational Education and Online programs to provide students with a variety of work-relevant pathways.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community.

Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

As a global university, RMIT has two campuses in Vietnam and a research and industry collaboration centre in Barcelona, Spain. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China and Indonesia, and has research and industry partnerships on every continent.

RMIT enjoys an international reputation for excellence in education and applied and innovative research, as well as industry and community engagement.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in education and research, and to the development of highly skilled, globally-focused graduates.

RMIT was ranked 238th in 2020 QS World University Rankings. The University is also ranked eighth in Australia and 30th in East Asia and the Pacific for employer reputation and 21st in the Top 50 Universities Under 50 Years Old.

In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and

Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

RMIT also ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and in the world's top 500 in 2018 Times Higher Education World University Rankings.

In 2020 RMIT was awarded the European Commission's 'HR Excellence in Research', becoming the first Australian institution to be recognised in the prestigious program. The award acknowledges institutions that maintain an environment of excellence for researchers and a commitment to providing a supportive, world-class research environment.

For more information, visit rmit.edu.au/about.

RMIT Europe

RMIT Europe, based in Barcelona is a coordinating centre for extending RMIT University's international engagement, and strategically growing our collaborative research and mobility activity in Europe. It facilitates RMIT's engagement with European universities and industry partners, and supports trans-regional collaborative projects, with a particular focus on partnerships across Europe, Australia, Asia, and Latin America.

The objectives for RMIT Europe are to:

- Strengthen RMIT's reputation and profile in Europe and globally
- Increase research funding and activity, with a focus on European partnerships and funding sources
- Develop collaborative postgraduate academic programs with European partners
- Strategically focus RMIT student mobility engagement in Europe and grow opportunities for student exchange and international experience
- Leverage and grow industry partnerships to support the quality and relevance of our education.

Position Summary

RMIT Europe is seeking a dynamic, proactive and highly motivated European Project Manager to manage the project implementation of an "Innovative Training Network" (ITN) scheduled to start in January 2021 and coordinated by RMIT Europe. The appointee will also play an active role in managing other Marie Skłodowska-Curie Actions (MSCA) projects.

The Project Manager will be based at RMIT Europe and the primary focus will be to lead all management and coordination activities of an ITN project on *European Training Network for Industry Digital Transformation across Innovation Ecosystems* project also known as EINST4INE (approved for funding under the H2020-MSCA-ITN-2020 call).

About the project:

EINST4INE is a 4-year project scheduled to start in January 2021 and of which RMIT Europe is the Coordinator.

The key objective of EINST4INE is to provide top-level training and knowledge-base within the overarching research field of industry digital transformation across innovation ecosystems, leading to a new generation of high performing early stage researchers in innovation and technology management able to embrace the fundamental challenges of future industrial systems. The mission of the EINST4INE project is to develop a cohort of leaders in research and business, and to equip them with a unique set of hybrid tech-digital behavioural skills and cutting-edge knowledge developed within four cross-disciplinary yet complementary areas of 1) human side of digital transformation 2) coordination and decision-making 3) enabling technologies and new value creation logics, 4) orchestrating innovation ecosystems.

To achieve this goal, EINST4INE will offer an exceptional program providing large range of multidisciplinary research and practical training combined with workshops, summer schools as well as

unique international, interdisciplinary mobility and secondments opportunities across Europe, USA and Australia. The EINST4INE consortium comprises of a unique group of world-leading experts in Industry 4.0, digital transformation and innovation ecosystems, combined with well-established doctoral training programs and support structures. It comprises of *academic* and *private partners* spanning across six EU countries (refer to consortium membership below), USA (Garwood Center for Corporate Innovation, Haas School of Business) and Australia (RMIT University, ranked as one of the top ten Australian Universities for Graduate Employability²). EINST4INE will establish long-term collaborations structuring the EU research environment and bridging the gap between academic and industrial research in the technology innovation management field. The project will recruit 15 Early Stage Researchers (ESRs).

The consortium consists of the following **six European academic partners**:

- Lappeenranta-Lahti University of Technology (Finland)
- Aarhus University (Denmark)
- University of Cambridge (UK)
- Universität Stuttgart (Germany)
- Scuola Superiore Sant'Anna (Italy)
- Libera Università Internazionale degli Studi Sociali Guido Carli (Italy)

EINST4INE, will be led by Professor Anne-Laure Mention, Director of RMIT's Global Business Innovation Enabling Capability Platform.

About the position:

Working with the academic lead and coordinator, the European Project Manager will primarily be responsible for the overall management and delivery of EINST4INE project. The EPM will monitor the consortium and will facilitate its general functioning in conformity with the terms of the Consortium and Grant Agreements. The tasks of the EPM will be related to organisational, administrative, financial and compliance of the project and span across a range of activities including: implementing the processes for recruitment and selection of ESRs, budget monitoring, training and outreach plans, secondments management, stakeholders engagement and communications and events.

The EPM will also play an active role in the management of other MSCA projects at RMIT Europe. The position will be expected to support MSCA proposals (scouting and grant writing) and contribute to growing RMIT Europe's portfolio of MSCA projects.

This position involves versatility, autonomy, excellent organisational skills and the ability to identify synergies across multiple projects to drive growth in the number of successfully awarded MSCA projects.

Reporting Line

Reports to:

- Prof Anne-Laure Mention, lead CIs for EINST4INE and other MSCA projects.
- Marie Maillart, Associate Director Planning & Resources RMIT Europe for day-to-day operational activities.

Direct reports: none.

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff is up to date.

Key Accountabilities

As directed by the Academic Lead:

1. Responsibility for EINST4INE project implementation, delivery, management, and reporting

Project management

- Lead the implementation of the project, monitor project progress and ensure timely reporting and delivery of all project milestones in accordance with EC deadlines.
- Prepare documentation and materials around periodic reports and schedule, governance, and management of the project to ensure effective coordination among partners.
- Develop and implement the management tools necessary for the management of the project (procedures, guides, standard models of documents, collaborative/recruitment platforms, etc.)
- Schedule and prepare all project meetings including consortium meetings (Supervisory Board): prepare agendas, meeting papers and other reference materials, document actions and minutes.
- Actively engage with academic and industry partners, facilitate exchanges and promote inter-sectorial dialogue between partners.
- Develop and implement risk management and contingency plans and monitor equal opportunities practices.
- Develop and implement data management plan.

Training and secondments

- Support the implementation of high-level education and training programme including the development of innovative modules, training activities, workshops and events.
- Plan, support and coordinate training opportunities in relevant industry organisations through secondments.
- Facilitate the participation and attendance of ESRs at conferences and training workshops.

Compliance

- Act as a liaison between the European Commission and the consortium.
- Ensure compliance with the obligations in the grant agreement and the consortium agreement and monitor all contractual obligations during the entire project's lifecycle;
- Ensure that any justification document is prepared and filed by each partner, in anticipation of possible audits.
- Inform, advise and assist partners on the financial and administrative rules of the project.

Budget and financial management

- Coordinate the preparation, consolidation and submission of financial reports in close collaboration with the Company Accountant.
- Monitor project's budget including secondment management.

Recruitment and selection

- Develop processes and tools for the recruitment and selection of the project's 15 PhD students/ESRs including gender equality.
- Support the onboarding of RMIT Europe's 4 PhD students.

Communications, dissemination, outreach and events management

- Support in-house communication activities (information dissemination, maintenance of recruitment platform, project website and social media engagement).
- Support the development and implementation of an Outreach Toolkit and other outreach activities focused on raising awareness in the general public.
- Assist in the planning, coordination, and hosting of events and workshops including consortium meetings, international summer schools and other training and conferences.

2. Other MSCA projects administration and management:

- Management, co-ordination and administration of activities for other EU funded MSCA projects.

- Manage multiple project partners, consortium and priorities simultaneously in a fast-paced environment.
- Identify synergies across currently funded MSCA projects at RMIT Europe and leverage projects activities to improve efficiencies, foster new collaboration and enhance reputation.

3. Project proposals preparation

- Scout suitable European funding schemes and in particular MSCA calls.
- Support the preparation, writing and submission of identified MSCA proposals in collaboration with the academic lead and RMIT Europe's Research & Innovation team.
- Identify and develop relationships with international partners who share a common strategic vision for the purpose of submitting proposals.
- Identify new business opportunities that allow the development of new innovation and mobility projects resulting in additional funding streams for the organisation.
- Facilitate the development of new collaborations between RMIT University and European researchers from academia and industry.
- Support the transition to Horizon Europe.

As directed by the Associate Director Planning & Resources, RMIT Europe:

- Participate in annual work planning and performance management processes.
- Perform other duties that may be required for the efficient operation of the RMIT Europe team.

Key Selection Criteria

1. Demonstrated strong European project management experience in Marie Skłodowska Curie Actions (MSCA) including ITN and RISE projects.
2. Demonstrated organizational and analytical skills including ability to meet strict deadlines, prioritise and multi-task across a portfolio of projects.
3. Demonstrated ability to work effectively both independently and autonomously (with minimal supervision) and as a member of a multi-disciplinary and agile team to meet project outcomes and milestones.
4. Strong stakeholder's engagement skills including ability to create and maintain relationships with multiple consortium and international partners in academia and industry.
5. Excellent communication skills (both written and oral) including strong reporting and presentation skills.
6. Impeccable attention to details and rigor, results-oriented, problem-solving attitude, flexibility and ability to take own initiatives.

Qualifications and requirements

Essential:

- Master degree (Business, Science or European Affairs an advantage). Interest and experience in Industry 4.0, digital transformation and innovation ecosystems will be highly desirable.
- 3+ years of experience with project administration, coordination and management of H2020-MSCA projects (ITN and RISE projects are an advantage).
- Strong knowledge of the administrative and financial rules of European H2020 projects and more specifically MSCA projects.
- Excellent organisational and project management, communication and stakeholders engagement skills.
- High level proficiency in English.
- Willingness and availability to travel nationally and internationally several times a year.
- Eligible to legally work in Spain.

Desirable:

- Existing network, partnerships and prior experience in the Industry 4.0, digital transformation and/or business innovation sectors.

- Specific training and/ or qualifications in European project management.
- Some ability in Spanish would be beneficial.

Endorsed:	Signature: Name: Dr Marta Fernandez Title: Executive Director, RMIT Europe Date:	Approved:	Signature: Name: Prof Anne-Laure Mention Title: Director, Global Business Innovation Enabling Capability Platform, RMIT Australia Date:
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