



## Head of digital transformation, innovation, and economic development

### Organisation

Eurocities, the network of major European cities, is recruiting a Head of digital transformation, innovation, and economic development.

The candidate would start as soon as possible, ideally no later than December 2023.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

### Responsibilities

As Head of digital transformation, innovation, and economic development, you will lead Eurocities policy, advocacy, project, and knowledge sharing activities in the areas of work in line with the network's objectives. You will work as part of the mid-management team at the Eurocities Brussels office. In this role, you will:

- Ensure the team(s) have an up-to-date overview of the relevant EU policy developments and that members are briefed accordingly.
- Contribute to project development and oversee sound project implementation, in collaboration with the project director, including providing strategic advice on areas of development.
- Develop and maintain contacts and collaboration with the EU institutions, with member cities active in the policy field specified, and with other stakeholders, ensuring a strong external representation.
- Lead Eurocities' advocacy activities in the policy areas, in close collaboration with the communications team.
- Supervise and coordinate the preparation of relevant policy statements or similar position products on behalf of Eurocities.
- Provide direction to the work of the relevant Forum(s) and working groups, supervising the preparation of meetings and other activities, administering any associated budgets.
- Ensure that any potential synergies between the specified field of policy and other policy, project, and communications activities in the framework of the organisation are developed and benefited from through coordination with relevant colleagues.
- Contribute to Eurocities activities beyond the immediate area of work in line with the organisation's goals and strategic objectives.
- Manage a team of 6 people, establish team objectives and manage progresses.
- Ensure compliance with organisational policies and procedures.

### Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

You have:

- at least 10 years of professional experience in the field of digital transformation, innovation, and economic development.
- a Master's degree or equivalent in political science, public administration, EU politics or international relations, economics or similar
- strong insights and experience in at least two of the policy areas of digital transformation, innovation, and economic development
- excellent understanding of the EU institutions, decision-making processes and funding instruments and experience in EU advocacy and influencing EU institutions, and other relevant stakeholders
- experience in EU project management
- excellent knowledge of urban policies and cities in general, including the role of cities in the EU
- excellent analytical skills, including the ability to collect, analyse and present information in a clear and concise way
- experience in organising events and capacity building initiatives, including workshop design and facilitation
- experience in working with multiple stakeholders/partners at transnational level
- good networking abilities and interpersonal skills for an international environment
- excellent relationship management, coordination and organisation skills
- flexibility to deal with multiple and changing priorities and a problem-solving approach
- experience in managing a small team of people
- good negotiating and influencing skills
- excellent political judgement for advocacy purposes
- excellent oral and written communications skills in English.

#### **Assets**

- other language skills
- experience of working directly with or in city/local governments and good knowledge of local government in general
- experience of working in membership associations

#### **We offer**

- a full-time position as employee, under Belgian legislation. The selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address)
- an open-ended contract, starting as soon as possible
- starting monthly gross salary of 4.000€, according to profile and experience
- flexible working hours
- part-time teleworking
- training opportunities
- a dynamic work environment with responsibility and possibilities to grow.

More information can be found on our job page: <https://eurocities.eu/jobs/>

#### **Benefits**

Meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, 90€ net per month of teleworking allowance, training opportunities.

## How to apply

Applicants are requested to send a letter of motivation, explicitly describing point by point their relevant experience and linking it to the requirements for the position, in one page maximum, together with a CV with at least two referees (including your current or last employer) by 12:00 on Friday 20 October 2023 to: Patricia de Wouters, Head of HR, at [jobs@eurocities.eu](mailto:jobs@eurocities.eu).

Please send the documents in pdf format and mention 'Head of DT & ED' in the subject line.

Applicants are encouraged to apply as soon as possible as applications will be assessed daily and interviews may take place before the application deadline.

or

**Interviews will be held in person at the Brussels office on the week of 13 November 2023.**

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our [privacy policy](#).

[eurocities.eu](http://eurocities.eu)