



04/2024

JOB DESCRIPTION

Research & Innovation Project Manager

JOB SUMMARY

The Research & Innovation Project Manager will be responsible for the project management activities led by IRU including budget allocation, writing deliverables, representing IRU in project consortia, and reporting, internally and externally. In addition, the incumbent will be responsible for coordinating project proposal submissions and ensure that co-funded projects, are in line with IRU strategic priorities. The Research & Innovation Project Manager will ensure close collaboration with IRU's Business lines and be part of the Advocacy team.

Reports to: Manager Research & Innovation EU
Direct Reports: None
Travel: Up to 10%
Location: IRU Brussels

RESPONSIBILITIES

- Manage project activities in collaboration with key stakeholders and internal partners including the development and implementation of work plans, activities' reports and programmes for events.
- Write project deliverables, run surveys, and lead the development and implementation of project deliverables to meet the priorities of the organisation.
- In collaboration with the communications team, execute the communication and dissemination plan of the projects, including social media campaigns, drafting of news, campaigns and organisation of workshops, events and meetings.
- Represent IRU in project consortia and towards external stakeholders in connection with the assigned projects.
- Direct and contribute to the preparation of market research studies, cost-benefit analysis, dissemination and exploitation plans, deployment roadmaps, guidelines and other relevant documents.
- Pro-actively identify new project opportunities, draft proposals and provide expertise to other team members when necessary.
- Reinforce IRU brand and reputation in road transport community and increase the number of win-win opportunities for IRU Members through financed projects
- Coordinate with other team members supporting on projects, in order to meet the deliverables in a timely and efficient manner
- Execution of the financial plan and managing budgets related to EU funded projects
- Financial reporting (semester, annual, periodical and final) - Deliver the required reports to the EC by project and the quarter reports internally - project final reports
- Identify and create synergies between advocacy and research and innovation projects and pass on projects' outcome to IRU members.
- Provide the advocacy team with information and data from projects which can be used in EU advocacy activities

COMPETENCIES, SKILLS & BEHAVIOURS

- Proven ability to conduct, outreach and develop trust-based relationships with industry representatives and other third party stakeholders
- Industry expertise in transport and mobility with relevant customer knowledge
- Drive for results with well-developed negotiation and commercial skills
- Ability to develop trust-based relationships internally and externally
- Strong analytical, problem solving and project management skills
- Influence & inspire internal & external stakeholders
- Emotional intelligence: self-awareness, empathy, managing self and other emotions
- Understand the sense of urgency & drive change
- Commitment to IRU
- Cross-functional collaboration to be successful in a matrix organisation
- Positive, agile and prepared to adapt to change with short notice; proven organisational skills
- Excellent interpersonal skills and ability to work effectively in a team
- Strong strategic thinking, independent working style and strong personal initiative

QUALIFICATIONS & EXPERIENCE

- Master's degree in engineering, business, data analytics, economics or any related field.
- At least 2 years project management experience with European Commission supported projects (e.g. H2020, FP7, Lifelong Learning Programme, CEF) preferably relevant for the transport sector and/or data analytics.
- Knowledge of road transport and vehicle technologies.
- Good network in the field of transport or logistics is an asset.
- Excellent written and oral communication skills in English; knowledge of other European languages will be viewed favourably.