

# Open position HR Generalist





## ABOUT EIT CULTURE & CREATIVITY

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit [www.eit.europa.eu](http://www.eit.europa.eu). The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity.

EIT Culture & Creativity's **mission** is to provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and accelerating competitive and resilient cultural and creative entrepreneurship. We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. However, **EIT Culture & Creativity GmbH aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years**. It develops in the mid-term a portfolio of income streams from services to business and organizations in the CCSI. In the long-term EIT Culture and Creativity GmbH aims to be financial sustainable by returns from investments and equity. It aims to build a portfolio of shareholdings of approx. 15 MEUR by 2027.

For more please visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu).

EIT Culture & Creativity now invites applications for the position of:

### HR GENERALIST

EIT Culture & Creativity is looking for an experienced HR Generalist to support the Board of Directors and Director of Operations in building and executing people management processes. Its focus will be to lead, develop, implement, and manage people management strategies and procedures including all recruitment and related matters.

As you will be involved in building up an organization from scratch you will be providing exceptional capacities for managing employee relations matters ensuring the organization meets best practice requirements in full awareness and appreciation for talents as the main base for success.



With an eye on the bigger picture, you are operationally focused and experienced in handling HR systems and practices in international contexts in terms of recruiting, onboarding, training, employee benefits and retention, and supporting people unlock their potential.

You will be responsible for designing and implementing the required processes in line with the EU funding guidelines as well as the shared vision of a multi-stakeholder, multi-national, culturally diverse, and inclusive organization. The successful candidate will be proactive and creative, and demonstrate foresight, clarity and assertiveness to ensure HR functions meet the needs of the EIT Culture & Creativity as it grows.

You should be committed to building a learning organization, a highly effective communicator and team player, possess strong problem-solving and decision-making abilities, and be focused on generating leads and closing deals.

As a senior management position at the EIT Culture and Creativity, this is an opportunity to make an impact for competitiveness, entrepreneurship, and responsible growth in Europe!

## MANAGEMENT & LEADERSHIP RESPONSIBILITIES

- Support the Board of Managing Directors and Director of Operations, work in close partnership with the leadership team to prepare and implement HR strategy and policies.
- Manage all recruitment and employer branding processes for ~45 new hires until 2025
- Operational responsibility for all administrative personnel processes from recruitment to departure. A special is on onboarding into a public private partnership as a learning organization.
- Creation of employment contracts, contract modifications, supplementary agreements, preparation of work references and certificates etc.
- Implementation and maintenance of the HR software, management of personnel files. Document comprehensive HR metrics and report to senior management to support strategic decisions.
- Preparation of the monthly payroll in close collaboration with our payroll service provider and tax consultants.
- Management of health insurance companies, tax offices and other authorities or third parties maintaining positive relations and compliance and keep up to date with EU employment legislation
- Implement and maintain HR policies and procedures like recruitment, performance management, disciplinary, diversity and inclusion and whistleblowing.
- Advise managers and provide guidance on HR policies and procedures and train employees about the common HR issues/topics.
- Ensure employee retention through excellent and reliable HR Service.



## SPECIFIC RESPONSIBILITIES

You are an experienced “HR Generalist” looking for a new challenge. Your competencies should include:

- Proven HR expert for at least 3 years with generalist experience
- Expertise in HR policies and procedures
- Thorough, up-to-date knowledge of German employment law
- Ability to work autonomously and ability to collaborate with others
- Experience of recruitment and interviews
- Excellent communication skills in English and interpersonal skills
- Exceptional planning and project management skills and experience
- Experience of working in international context
- Interest and affinity for the Cultural & Creative Sectors & Industries

## MANDATORY REQUIREMENTS

- Qualification at a bachelor’s in business administration and/or MBA level in or equivalent
- At least 5 years' experience in a senior management HR role in an international organization
- Documented track record in successfully hiring, and onboarding of people with different backgrounds and skills
- Practice in agile administration, open innovation processes and collaborative project management including accustomed use of standard IT Tools

## DESIRED REQUIREMENTS

- Proven track record and startup or business experience
- Experience in working in interdisciplinary and international teams
- Experience in establishing internal processes for exact reporting
- Preferred: up-to-date knowledge of EU funding guidelines concerning HR

## SOFT SKILLS

- Excellent verbal and written communication skills in English.
- Excellent time management skills, the ability to prioritize effectively, capacity of dealing with tight deadlines.
- Attention to and passion for detail and thoroughness, patience and empathy in stressful situations.
- A good balance of risk taking and judgement.



## WE OFFER

- A competitive payment between 70.000 to 90.000 Euro with bonus and appraisal system.
- Participating in building a company with ambition to contribute to the future of Europe.
- Fast and flat processes, straight internal communication, low hierarchies, and freedom to operate.
- A transparent organization within a dynamic and friendly team at modern and well-located office facilities.

## LOCATION

The position is based in the EIT Culture & Creativity head office in Cologne (Germany). Remote work is possible according to the company policy (e.g. at least 3 days present in HQ office).

The applicant must have a working permit for Germany when applying.

## REPORTING

The HR Generalist will report to the Director of Operation of EIT Culture & Creativity.

## DIVERSITY & INCLUSION

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

## SELECTION PROCESS

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest.

Shortlisted candidates are invited to virtual interviews in the first round and to a personal interview in the next round at EIT Culture & Creativity with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Candidates can be also invited for interviews on other now or formerly open job vacancies of the EIT Culture & Creativity.

## PRIVACY NOTE

Data protection is secured according to the European General Data Protection Regulation GDPR (Directive 95/46/EC)

The applications will be stored by EIT Culture & Creativity online, and will only be shared with individuals involved in the selection process.



Applicants can be contacted by EIT Culture & Creativity and/or applications can be considered for other job vacancies published by EIT Culture & Creativity.

## CONFLICT OF INTEREST

In case of potential conflict of interest, the applicant as well as members of the Selection Committee are obliged to announce this circumstance immediately, latest at the beginning of the interview. The member of the Selection Committee affected must then abstain from interviewing and voting on the respective candidate.

## APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of

- I. Europass Curriculum Vitae
- II. a motivation letter describing briefly how you meet the criteria outlined and your vision for the role (no longer than 2 DIN-A4 pages)

The application should be sent via e-mail to: [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu) with subject header “HR Generalist 2024”

**Format:** CV and motivational letter in two separate files.

**File name:** Name the files according to the model “EITCC\_HRG\_ surname\_name\_CV” and “EITCC\_HRG surname\_name\_ML”. For example, Maria Novak would name the file, EITCC\_HRG\_Novak\_Maria\_CV or ML.

**Important:** the application should be written in English. Only complete applications will be evaluated (full curriculum vitae and motivation letter, in two separated files).

**The job vacancy will be open until 17 May 2024 at 10:00 am (CET).**

For questions regarding the application process, please contact [hiring@eit-culture-creativity.eu](mailto: hiring@eit-culture-creativity.eu)

Would you like to learn more about the EIT Culture & Creativity, visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu).

Take lead in this exciting journey. Send us your application now!