

Vacancy

HEAD OF LEGAL & PROCUREMENT



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. 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 CC).

EIT Culture & Creativity's mission is to support growth, jobs and competitiveness in CCSI to compete on global markets through providing 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 building a new understanding of competitive 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. EIT Culture & Creativity aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years. Starting from 2025, EIT CC will execute an investment portfolio approach holding equity in the start-ups and scale-ups that join its various Business Creation and Innovation programmes. In the long term, EIT Culture and Creativity aims to be financially sustainable by the returns from these investments and equity, effectively acting as an impact investor.

For more please visit www.eit-culture-creativity.eu.

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

HEAD OF LEGAL & PROCUREMENT

1 FULL-TIME POSITION AT EIT CULTURE & CREATIVITY

ABOUT THE POSITION

The **Head of Legal & Procurement** (m/f/d) plays a pivotal role in safeguarding the legal and operational integrity of EIT Culture & Creativity. This role is responsible for ensuring compliance with EU and national laws, advising on legal risks and opportunities across all organizational activities, and managing the Group's

procurement function.

The successful candidate will provide expert legal counsel across areas such as EU regulations, company and commercial law, governance, intellectual property, and complex transactions. They will also lead the procurement strategy—ensuring compliance with internal policies and external regulatory requirements while optimizing value, transparency, and efficiency in purchasing activities. Working in a dynamic, multi-jurisdictional context, the Head of Legal & Procurement collaborates closely with internal teams and external legal advisors to support strategic decision-making, contract negotiation, and risk mitigation.

ABOUT THE TASK & MISSION

As Head of Legal & Procurement you will be responsible for

- **Legal Advisory:** Act as the primary legal advisor to the Managing Board and serve as the first point of contact for all legal matters across the organization.
- **Legal Oversight:** Oversee and continuously enhance the legal and compliance frameworks applicable to EIT Culture & Creativity and its subsidiaries, with particular attention to evolving EU regulations (e.g., Horizon Europe).
- **Procurement Leadership:** Further develop and maintain procurement guidelines in line with EIT requirements and EU procurement directives and optimize procurement processes across the Group to ensure transparency, value for money, and compliance. Provide legal support for procurement-related contracts, including tenders and vendor agreements.
- **Contractual Management:** Provide legal drafting, negotiation support, risk assessment, and legal review for funding agreements (EU funding agreements and related downstream funding contracts), service and procurement contracts, non-disclosure agreements (NDA), and commercial partnership arrangements.
- **Investment & IP Structures:** Support the structuring and negotiation of investment instruments and offer legal guidance on intellectual property rights, licensing, and related issues.
- **Governance & Compliance:** Advise on matters related to corporate governance and management of governance bodies, ELSI and IP Board, Board procedures, conflict of interest management, Anti-Fraud mechanism, compliance with KIC obligations, and data protection (GDPR).
- **External Counsel Coordination:** Manage the organization's network of external legal advisors, ensuring consistent quality and alignment in legal service delivery.
- **Policy Development:** Contribute to the development, review, and implementation of internal legal and procurement policies, standard contract templates, and internal control mechanisms to ensure full regulatory compliance.
- **Stakeholder Engagement:** Liaise with the EIT, KIC Partners, auditors, and relevant public authorities on legal issues and support the organization in dispute prevention and resolution, as necessary.
- **Support in Cross-KIC Activities:** Lead and contribute to the development of joint procedural documents and legal frameworks across multiple KICs and collaborate with other KICs to develop common practices.

You will be part of the Operations team and will work closely with the Chief Operations Officer. An extended legal team (outsourced) will support in the wider scope of the above-mentioned responsibilities.

THE REQUIREMENTS

To be successful in your role, you must have

- **Educational Background:** Degree in Law, preferably with a specialization in European, commercial or corporate law.
- **Substantial Legal Experience:** Minimum of 5 years of professional experience gained at a reputable law firm, or in-house (either directly or through secondment), demonstrating a solid foundation in legal practice and EU funds.
- **Procurement:** Solid understanding of procurement processes and procurement law, particularly in the context of EU-funded entities as well as demonstrated ability to review and approve procurement procedures from a legal compliance and risk management perspective.
- **Contract Expertise:** Proven experience in drafting, reviewing, and negotiating a variety of commercial and investment agreements.
- **Practical Legal Advisory:** Ability to deliver clear, pragmatic legal advice in a high-paced, dynamic environment, while maintaining the highest standards of professionalism and building credibility and trust across all organizational levels.
- **Specialized Knowledge:** Strong assets to have familiarity with legal aspects of intellectual property (IP) management and EU regulations and funds.
- **Commercial Acumen & Communication:** Strong commercial awareness paired with excellent interpersonal and communication skills.
- **Collaborative & Independent Working Style:** A team player who is also capable of working independently with minimal supervision in a high intercultural environment.
- **Language Skills:** Excellent command of English, both written and spoken. The ability to draft, negotiate, and provide legal advice in English at a professional standard is essential. Fluency in additional EU languages is considered an asset.

WE OFFER

- A competitive salary with benefits
- Participation 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
- An organization with a dynamic and friendly team with modern and well-located office facilities and the flexibility to work remotely

LOCATION

This position is primarily remote, with periodic in-person engagements required at the headquarters in Germany and at designated Co-Location centers. Candidates must live in or are willing to move in one of our countries with entities (HQ or Co-Location Centre, please see "[About us](#)"). Extensive travel availability is requested and possible, but not the rule.

By the closing date of this call candidates must have a working permit valid to work in the country of employment.

PREFERRED STARTING DATE

The starting date of the vacancy is as soon as possible.

REPORTING

The Head of Legal & Procurement will report to the Chief Operations Officer (COO).

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 CLC-South with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experience 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 in charge of this hiring service and will only be shared with individuals involved in the selection process.

APPLICATION PROCESS AND ADDITIONAL INFORMATION

A complete application should consist of:

- I. Europass Curriculum Vitae, Europass CV <https://europass.europa.eu/en/create-europass-cv>.
- 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).

Please apply here by clicking on the position title:

HEAD OF LEGAL & PROCUREMENT

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

The job vacancy will be open until **16 November 2025** at 18:00pm (CET). For questions regarding the application process, please contact hiring@eit-culture-creativity.eu. If you would like to learn more about the EIT Culture & Creativity, visit www.eit-culture-creativity.eu.

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

DISCLAIMER

The document, dated 16 October 2025, might be subject to change; all changes will be made visible in future versions.