



Position Title	EU Funds Coordinator
Entity	Malta Enterprise
Team	EU Funds
Contract	Part-time contract (2 years – extendable up to another 6 months)
Reporting Relationship	The postholder will report directly to the Senior Advisor on EU Funds
Salary Scale	C2

### Overall Purpose

To carry out the tasks and deliverables of Malta Life Sciences Centre -Malta Enterprise in the Excel4Med horizon project. These are summarised below, but the candidate will commit to the full details of the Grant Agreement

- Participate and assist in the organisation of Living Labs including Citizen Engagement as these feed into the Business Model Canvases (BMCs).
- Organise workshops to fill in the 4 Quadruple Helix BMCs for each of the 3 Innovation Ecosystems and deliver a comprehensive report (.docx and .pdf) on this together with other documents including presentation (.pptx) and summaries for website and social media, press and academic articles
- BMCs are to be accompanied by a business plan where the ecosystems survive beyond the duration of the project by offering services other commercial entities. Plan to include market, structure of the ecosystem possibly by a cooperative structure, and investment plan.
- Participate and attend the formation of the technologies that are to add value to the production outfits and are to be central to each of the 3 innovation ecosystems as follows
  - Green Solvent extraction
  - Prevention of Sugar Breakdown
  - Reduction in waste.
- Research, discuss and report on relevant EU level directives relevant to this project
- Participate, monitor and report on the pilot production utilising these ecosystems.

## Values

### Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

### Creativity

Develop an open and creative mind-set that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures

### Customer-Centricity

Adopting a client centric mind-set whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

## Behavioural Dimensions

- Supporting & Coordinating

## Work Aptitudes

- Logical and mathematical
- Orderly and efficient
- Social and empathic

## Minimum Requirements

- MQF L7 (Masters) in a business related subject or
- MQF L6 (Bachelors) in a relevant subject + 2yrs relevant work experience in EU projects, or
- 6 years' relevant work experience in EU Projects; and
- Experience in organising and facilitation of business workshops
- Experience in formulating Business Model Canvas
- Experience in the Quadruple Helix Model of innovation that recognizes four major actors in the innovation system: science, policy, industry, and society as well as good governance
- Knowledge on how Innovation Ecosystems are formulated and set-up
- Researching the different scenarios in preparing for the business and community workshops
- Capable of capturing all the different inputs from all the stakeholders during the workshops and in follow-up efforts
- Reporting capability in line with the requirements of the EU project
- Experience in analysing and implementing EU directives and similar regulations.

*Disclaimer: This position description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties and responsibilities. These are subject to change as needed by management/work exigencies.*