

Call for participation

Una Europa Live My Life

Are you a staff member at an Una Europa partner university?

Do you work in (1) Human Resources, (2) Sustainability and/or Facility Management or (3) Financial Units working with EU-funded projects?

Are you interested in meeting peers across Europe and to spending up to one week at another European university?

Then participate in the third edition of Una Europa Live My Life – your passport to professional growth beyond borders!

What is Live My Life?

Live My Life is a joint programme that facilitates job shadowing between staff members. The programme seeks to give professionals the opportunity to actively engage in the Una Europa network and get involved in peer-to-peer learning. The Live My Life programme also aims to familiarise the professional staff of the participating universities with Una Europa and to create an opportunity for mutual learning in a transnational context. That is why the current Live My Life edition is preferably addressed to staff working in administrative units not yet directly or closely involved in Una Europa activities.

What can you expect?

This edition of Live My Life will start in October 2023 with three online preparatory sessions followed by mutual on-site visits of up to one week per person, which will have to take place between October 2023 and March 2024. A final online wrap-up and evaluation event will be organized at the end of the on-site visits.

The online sessions will focus on:

1. What is Una Europa and how does it work?

The aim of this online session is to share the purpose of Una Europa and its functioning mechanisms, as well as the results achieved in the first 3 years (e.g., how it developed as an Alliance since its birth in 2018; why Una Europa is an opportunity for universities; how Una Europa is organized as an Alliance and its member universities; what can you expect



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from Una Europa). This session will be open to a wider audience of professional staff of the Una Europa members.

2. *Kick-off Live My Life: What is Live My Life in the context of Una Europa? What should I expect as a participant?*
3. *Tandem and first exercises: planning the work together, developing a “knowledge transfer template”*

These virtual sessions will be followed by a series of individual virtual meetings in tandems, focusing on topics related each tandem’s work. Each tandem will choose the topics and will organize their individual sessions.

Following the general and individual virtual exchanges, the colleagues are mutually expected to spend a period of up to one week at the host university.

Once back, the participants are expected to report to the institution and colleagues.

How to apply?

The first step for applicants is to get familiar with the open positions and suggested activities, which are described at the end of the call. This step is important to align expectations of the participants and to organize tandem of “peers” working on similar activities at each respective institution.

The second step is applying online at the following link: [Link to the Application Form](#)

You can apply as a tandem with a peer from one of the listed universities or you can apply as an individual. If you apply as an individual, we will try to match you with other individual applicants.

The online application form requires you to:

- Select one of the focus working areas of the Live My Life 2023 Programme
- Describe your current position and your main activities and responsibilities
- Describe your motivations and expectations for the Programme
- *In case of individual application:* indicate your top three destinations among the 11 Una Europa Members
- *In case of tandem application:* indicate the name of the peer, their job position and institution

Please note: If you apply as an individual, we will match you with a peer focusing first on your job description and working level, and only then focusing on your top three universities.

Selection of participants



- The Live My Life organization team will receive all applications, review the tandem applications, and match the individual candidates
- The list of the created “tandems” will be shared with the involved institutions to take a final decision on the selection, according to the available funding. Each institution can fund a minimum of 2 participants, but may decide to fund more positions depending on the availability of the budget or on the possibility to use alternative funding
- Candidates or tandems who will not have the chance to be funded will in any case be invited to take part in the online preparatory meetings, especially the first one on “What is Una Europa and how it works”

Timeline

- Applications are open between 5 June and 30 June 2023
- Selected participants will be contacted in July 2023, together with their peer
- The three online sessions will take place in October 2023
- The on-site visits will have to take place between October 2023 and March 2024

Further information:

Una Europa Team at Università di Bologna: una.europa@unibo.it

Eligibility

1. You have to be a staff member at one of the following universities:
 - Freie Universität Berlin
 - Università di Bologna
 - University of Edinburgh
 - KU Leuven
 - Universidad Complutense de Madrid
 - Uniwersytet Jagielloński
 - Helsingin Yliopisto
 - Université Paris 1 Panthéon-Sorbonne
 - Leiden University
 - University College Dublin
 - Universität Zurich
2. You have to work in one of the areas included in Annex 1
3. You have to be able to communicate in English

Annex 1. Detailed description of positions

Position for the Live My Life exchange	Administrative unit/area	Description of the position
<p>1. Facility managers and specialists working with sustainability and responsibility related tasks/issues</p>	<p>Facility management at central or departmental level, sustainability office, mobility manager office, green office, etc.</p>	<p>This position is open to facility managers and sustainability managers. These positions might overlap in some cases.</p> <p>Facility managers are those working the facility management of the universities at central level, on behalf of faculties or divisions, or are part of service units (e.g., libraries or housing services). In their day-to-day work, they deal with ensuring that buildings are fit for the university purposes through building and maintenance activities, allocating rooms for different needs, and that building or sustainability regulations are observed. They are key in supporting students, faculty and staff to feel safe and at ease on campus and deal with the universities' international audiences on a daily basis. Work specifications include, but are not limited to, building and property management, structural maintenance and construction, project coordination, floor-space management, as well as building, electrical and mechanical systems management. Line managers often oversee a large number of people, many of them with an international background themselves.</p> <p>Sustainability managers and officers usually work at a central level to support the implementation of the sustainability strategy of the university. Activities might include, but are not limited to, policy support in implementing sustainability in research and teaching; data collection and reporting on the implementation of the sustainability strategy; implementation of sustainability actions across the campus; awareness raising on sustainability behaviours; promotional campaigns among students, researchers and professional staff.</p>
<p>2. Hiring and Recruiting staff, Travel Managers,</p>	<p>Human Resource Support Services</p>	<p>This position is open to candidates working in the area of human resources or in administrative units dealing with the recruitment, retention, and administration of personnel. Typical work specifications include, but are not limited to, HR recruitment, contract</p>

Staff development experts

management, salary payments, payroll accounting and regulations, travel cost management, dual career services or staff support services.

This position is also open to staff involved in planning and delivering the overall staff development and training strategy of their institution.

The aim of this Live My Life position is to exchange best practices on recruitment, retention, digitalization of services and implementation of rules and regulations.

It also aims to exchange practices on training strategies, analysis of training needs and implementation of staff development programmes. A special focus is placed on the internationalisation of professional staff and on the exchange of ideas for staff empowerment.

3. Officers in charge of budget and financial management of external funded projects (Horizon, Erasmus+, other)

Finance office at a central level or at a departmental level

This position is open to staff working in support to academic staff in the development management and reporting of the budget of externally funded international projects. They work in finance departments or similar departments in a financial advisor/project accountant/controller role for externally funded project such as Erasmus+, H2020 or other. The aim of this exchange is to share best practices in the organisation of financial processes and support in different stages of project lifetime, namely before the submission of the project, during the project implementation and in the final reporting phase.

