

Policy Officer on Company Policy

A full-time post as **Policy Officer** in **industriAll Europe's Company Policy** priority, more specifically **supporting worker representatives in multinational companies** (i.e. in European Works Councils/ EWCs, European Companies-SEs' Works Councils, on the board of SEs and companies which merged across borders) is now vacant.

The post is based at industriAll Europe's offices in Brussels.

Background

IndustriAll European Trade Union represents 190 trade unions with about seven million members across supply chains in manufacturing, mining and energy sectors on the European level. We promote, advocate and coordinate workers' and trade union interests vis-à-vis the EU institutions and multinational companies. Currently, industriAll Europe covers +600 existing European Works Councils.

Main duties and responsibilities

The Policy Officer is a member of the team in charge of implementing industriAll Europe priorities in the field of company policy and trade union action in multinational companies. On a daily basis and in cooperation with industriAll Europe coordinators, affiliated organisations and sister European trade union federations, the Policy Officer monitors EWCs, SE-Works Councils and worker representation on the board of SEs and companies which merged across borders. He/she also provides advice, training and resources to affiliated organisations to help them support EWC and SE members. Drawing from the legal and practical evolutions he/she observes, the Policy Officer contributes to the strategic development of industriAll Europe's company policy.

The main tasks of the Policy Officer will be to:

1. Coordinate trade union cooperation

In setting up EWCs/ worker involvement in SEs and following cross-border mergers-CBM

- Promote the establishment of EWCs
- Monitor (re-)negotiation by ensuring information flow between concerned affiliates, and the nomination of trade union experts
- Ensure the (re-)negotiation of quality EWC/SE/CBM agreements based on industriAll Europe's binding guidelines

In supporting the operation of EWCs/ worker involvement in SEs and following CBM

- Supervise the nomination of new and missing industriAll Europe coordinators to EWCs/SEs
- Manage the network of EWC/SE coordinators: disseminate information on industriAll Europe activities; share good practices (e.g. via industriAll Europe toolbox); coordinate training offer in cooperation with the ETUI and affiliates

At early stages of transnational restructuring

- Foster the dissemination of information received at the national and the European level, especially in the event of plant closures and job cuts

2. Provide support to affiliated trade unions

- Manage industriAll Europe Company policy database (collect EWC/SE/CBM agreements, update information and contact details based on affiliates' and industriAll Europe coordinators' report)
- Develop practical tools and resources: industriAll Europe toolbox for (re-)negotiation; practical recommendations on specific topics; training material for EWC/SE coordinators and members

Job Vacancy Notice

- Provide technical and legal expertise on EWC/SE matters on an ad-hoc basis (e.g. ability to critically analyse draft agreements)

3. Link up with other industriAll Europe fields

Connect work on EWC/SE/CBM with the Secretariat's activities on trade union renewal (e.g. help spot organising targets); on sectors (e.g. define activities in which industriAll Europe coordinators should be involved); on European sectoral social dialogue (e.g. promote outcomes); on communication (e.g. react to threats to national rights to information, consultation and participation).

The Policy Officer might also be asked to take up other responsibilities, as needs arise. The post also includes exceptional participation in affiliates' seminars/ trainings/ conferences/ European projects, in SNB/EWC/SE-WC meetings and direct contact with company management. Regular travel is thus required.

Profile

1. Education

- University or equivalent degree in political and social science, or economics, or equivalent professional experience
- Some knowledge or expertise in European (company) law

2. Required knowledge

- Knowledge of how trade unions and European Works Councils operate
- Fluency in English, both spoken and written, is essential (C2 level). Knowledge of other languages (especially German or French) is an advantage
- Sound computer skills (use of Word, Excel, PowerPoint and Outlook)

3. Experience

- Previous experience with trade union work in general, and cross-border trade union work in particular, is considered a plus

4. Other

- Good interpersonal skills are essential since regular contact with people from all over Europe, as well as making new contacts, are key to the job
- Pro-active, organising/prioritising/multitasking skills, creativity and ability to take initiatives
- Good pedagogical skills in order to adapt communication style to diverse audiences, from company level representatives to company management
- Ability to work in and coordinate with a team, in a multicultural context

Start Date

At the earliest convenience, and no later than 1 June.

Working Conditions

IndustriAll European Trade Union offers a competitive salary, excellent working conditions and a challenging job as part of a dynamic team. Fringe benefits include an occupational pension scheme and complementary hospital insurance.

Candidates should send their application - CV and cover letter - in English to vacancy@industriAll-europe.eu with the **subject heading "Vacancy – industriAll Europe Policy Officer on Company Policy"**. The application deadline is 28 February 2020.