



Policy Officer for European Works Councils and Company Policy Job description

Do you want to play a crucial role in developing ETF's involvement in European Works Councils and company policy?

Why work for ETF?

- Do you want to be the voice of 5 million + Transport Workers from 200 + Transport Unions in 38 countries?
- Do you want to promote the interests of transport workers in Europe as well as solidarity across borders?
- Are you pro Fair Transport?
- Are you committed to Trade Union values?

Function

As the Policy Officer for European Works Councils and Company Policy, you will play a pivotal role in coordinating activities, shaping policy, and representing ETF in various forums.

Key Responsibilities

- **Coordination:** Coordinate and implement ETF's policies on EWCs, company law, and due diligence.
- **Support:** Provide essential support to affiliates, EWC members and the ETF Secretariat.
- **Liaison:** Collaborate with ETUC, ETUI and other ETUFs.
- **Company Networks:** Launch and coordinate company networks in collaboration with relevant departments as well as ITF's networks and Secretariat.
- **Meeting Management:** Organize, attend and animate meetings and ensure effective follow-up in close cooperation with the dedicated Assistant.
- **Research:** Carry out in-depth pertinent research.
- **SPOC:** Be a direct point of contact for all affiliates, addressing their requests on EWCs and company policy matters.
- **Policy:** Draft policy documents, reports, position papers, etc.
- **Representation:** Ensure ETF's participation in external bodies, representing ETF when required.
- **Databases:** Create survey databases, collect input, and prepare analysis.
- **EU Funding:** Submit and implement EU co-funded projects.
- **Collaboration:** Cooperate with ETF Departments and Communications Officers.

Your Profile

- **Education:** Master's Degree in EITHER Industrial Relations OR EU Law OR Political Sciences OR Sociology.



- **Experience:** Minimum 4 years' experience in trade unions plus knowledge of European Industrial Relations and expertise in European Working Councils and/or Company Policy is essential.
- **Values:** Strong commitment to trade unions values.
- **Language Skills:** Fluent in English.
- **Communication:** Strong communication and negotiation skills with the ability to synthesize complex information.
- **Proactivity:** High level of initiative, independence and adaptability in order to work effectively in a small team.
- **IT Skills:** Proficient in MS Office.
- **Travel:** Willingness and availability to travel 1/2 times per month.

Offer

- Competitive Salary + Representation costs and Internet at Home Allowance, Meal Vouchers, Mobile Phone + Subscription, Laptop, Group Insurance, Hospitalisation insurance (Discounted rate for family), 100% Public Transport Reimbursement.
- 25+ Paid Holidays.
- Up to 2 days teleworking/week.
- 34 hour week, flexitime.
- Fulltime permanent contract.
- A Multicultural Dynamic Team of 23.
- Weekly Team Meetings, 1 – 1 Coachings, Trainings with External Experts, Yearly Development Appraisals, Team Building Events.
- European Travel (1/2 times per month).