The European Trade Union Institute (ETUI) is seeking to recruit a full time:

**Head of the Health & Safety and Working Conditions Unit**

Location: Brussels

Deadline: 5 February 2024

The European Trade Union Institute (ETUI) is a Brussels-based, non-profit organisation which has as its mission to support, reinforce and stimulate the European trade union movement, notably through research and training.

The ETUI has three main objectives:

- Conducting research, producing studies and monitoring European issues of strategic importance to the world of labour while building bridges between the academic and research communities and the labour movement.
- Promoting education and training activities, programmes and exchanges that strengthen a European trade union identity.
- Providing technical support in the field of occupational health and safety so as to promote a high level of protection for workers in Europe.

**About the position**

The ETUI is looking for a Head of Unit for its Health & Safety and Working Conditions Research Unit. The unit is composed of six researchers specialised in occupational health and safety (OSH). The Head of Unit identifies issues of importance to the labour movement and supervises the development of relevant projects and activities. (S)he manages and supervises the activities of the unit, facilitates the communication and cooperation within the unit, and functions as a ‘bridge’ between ETUI research and education activities in the area of OSH in particular.

In close collaboration with the Director of Research as well as with the unit’s team members, the Head of Unit drafts the annual work programme for the unit and is responsible for translating the relevant aspects of the ETUI work programme into coherent projects and activities. (S)he ensures the delivery of the work programme. The Head of Unit is also responsible for coordinating and communicating policy-relevant issues with regard to the European Trade Union Confederation (ETUC) and its affiliates.

**Responsibilities**

- Contribute to the conception and coordination of the ETUI’s work programme and develop its strategy in the field of OSH.
- Organise and direct the activities of the unit, promote innovation, and encourage the unit’s team to achieve excellence.
- Ensure the coherence of the projects of the unit, monitor and evaluate the progress of the work programme, and allocate ad hoc tasks among the staff.
- Ensure the sharing of information within the unit and with the rest of the ETUI.
- Participate in the recruitment and evaluation of staff members.
- Act as a point of reference and expert for the unit, both internally and externally.
- Carry out research, contribute to the publication record of the unit, and organise its quality control.
- Represent the ETUI, establish external contacts and play an active coordinating role vis-à-vis external stakeholders.
• Take part in sound financial and administrative management of the ETUI and be responsible for managing the budgets of the unit.
• Implement the annual reporting of the unit.
• Ensure follow-up on calls for tender and relations with contractors.

Requirements
The candidate is expected to have:
• At least a Master’s degree, preferably in law, political sciences or social sciences.
• At least ten years of relevant experience and a well-established reputation within the field of OSH.
• Relevant management experience.
• Proven experience in managing interdisciplinary medium-sized teams of highly qualified professionals.
• Knowledge of and affinity with European trade unions and the wider OSH community.
• Knowledge of the European Union and the European institutions.
• A results-oriented way of working and the ability to prioritise.
• Excellent communication skills, including presentation skills.
• Excellent knowledge of English; excellent knowledge of French is an advantage, as is knowledge of another European language.

The candidate should be willing to travel to other European countries. Experience of working in a transnational context is an asset.

Conditions of employment
The ETUI offers a dynamic and challenging work environment, combining high academic standards with close contact with European policymakers. For further information, visit: www.etui.org

The ETUI offers excellent working conditions, with a competitive salary in line with qualifications and experience and an attractive package of fringe benefits. Short-listed candidates can request to see the salary grid. The ETUI is committed to achieving workforce diversity in terms of gender, nationality and culture, and applies a policy of equal opportunities.

The position is Brussels-based.

GDPR: to comply with data protection laws, the ETUI does not retain unsuccessful candidate applications. Your application will be dealt with in confidence.

For any questions regarding the vacancy, please contact the Head of Unit for Health & Safety and Working Conditions, Marian Schaarman: mschaarman@etui.org

If you would like to know about future employment opportunities, please visit our website: http://www.etui.org

Applications and selection process
Applications and supporting documents (CV, cover letter, recent publications, etc.) should be sent by 5 February 2024 at the latest to:

Bart Vanhercke, Director of the Research Department – ETUI
Bd du Jardin Botanique 20, B-1000 Brussels
E-mail: skasiers@etui.org
The selection process includes a written assignment to be done on-line between 8 and 16 February 2024. Soon after that the interviews (in person) will be scheduled. Preferred starting date: 1 April 2024.

http://www.etui.org