

Eurofound Traineeship Description	
<b>Job Area</b>	<b>Research – Working Life unit: Industrial Relations</b>
<b>Job purpose</b>	The trainee will contribute to projects in the activity Industrial relations, including Eurofound’s <a href="#">studies on the representativeness</a> of the European social partner organisations. Tasks may also include supporting the continuous updating of the EUPolicyWatch database, developments in national social dialogue and collective bargaining, and the working life country profiles.
<b>Main responsibilities</b>	<p>Review and quality control of input received from Eurofound’s network of correspondents on the sectoral social partner organisations in the Member States (feeding into representativeness studies), and for updating content in the EUPolicyWatch database, for developments in national social dialogue in the context of the European Semester, and the working life country profiles.</p> <p>Support the research projects:</p> <ul style="list-style-type: none"> <li>- Representativeness studies;</li> <li>- Tripartite social dialogue and policy formation;</li> <li>- Collective bargaining beyond pay.</li> </ul> <p><b>Typical responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Literature reviews;</li> <li>• Contribute to the drafting of research reports (topical updates, review of working time developments) or blog pieces;</li> <li>• Quality control of national contributions from Eurofound’s network of correspondents in the fields of Industrial Relations/Working Life;</li> <li>• Analysing material based on NVivo;</li> <li>• Contribute to the updating of working life country profiles;</li> <li>• Preparation of slides for dissemination of Eurofound research;</li> <li>• Any other duty relevant to the role.</li> </ul>
<b>Desired Academic background</b>	University degree required and relevant professional qualification (desired) applicable to economic or social policy related research in the following area(s): industrial relations and/or, working conditions. This could include, but is not confined to, studies in industrial relations, political sciences, sociology or economics.
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• A good understanding of the role of social partners, collective bargaining and social dialogue;</li> <li>• Excellent drafting skills in English;</li> <li>• Very good language ability; fluent in English and another EU language;</li> <li>• Very good IT skills - particularly in Word, Excel, Powerpoint and Outlook;</li> <li>• Interest in working in policy-oriented research in the area of industrial relations or working life.</li> </ul> <p><b>Quantitative:</b></p> <ul style="list-style-type: none"> <li>• Advantageous: Familiarity with European and national level labour market statistics, particularly in the field of industrial relations;</li> </ul>

**Qualitative:**

- Experience in conducting literature reviews and other forms of desk research (e.g. internet searches, screening of policy documents);
- Advantageous: experience with the application of text-analysis software (e.g. Nvivo);
- Some familiarity with institutions that are Eurofound's key stakeholders (i.e. trade unions, employer's organisations, governments, European level institutions).

**Expected learning outcomes**

- To become familiar with the work of the EU Institutions and EU Agencies;
- To deepen understanding of EU policy making in the employment and labour market area, notably as regards industrial relations and working conditions;
- To develop and enhance writing, editing and numerical/statistical skills;
- To develop research knowledge and capacities in the fields of industrial relations and working life;
- To gather experience in working in a multi-cultural and multi-disciplinary team.