



## Just transition in urban passenger transport and freight (inner city and local delivery) services

### Terms of Reference – Project Co-ordinator – Part Time

#### 1. Introduction

**Job Title:** Project coordinator: Just transition in urban passenger transport and freight (inner city and local delivery) services

**Department:** Union Building and Urban Transport

**Reports to:** Union Building Director and Urban Transport Director

**Type of position:** 2-3 days per week, ends 30 June 2022

The Coordinator is responsible of supporting the global implementation of one project:

**Just transition in urban passenger transport and freight (inner city and local delivery) services**

#### 2. Statement of purpose

Working with a range of trade unions and stakeholders in the transport sector - specifically urban passenger transport and freight services (inner city and local deliveries) – to organize, mobilize and influence integrated transport plans for recovery from Covid-19 based on Just Transition and climate action in cities. A sustainable recovery and Just Transition plan will bring down emissions in line with the Paris Agreement, improve the material conditions of transport workers, and democratise public services and urban planning by building worker and community participation in decision-making.

#### 3. Project Objectives

##### Objective 1:

Trade unions influence decision making for sustainable urban passenger transport, inner city and local delivery services through reduced inequalities, emission reduction, decent jobs and formalization of employment, including social protection.

##### Objective 2:

Trade unions represent and organize formal and precarious/informal workers, and those in non-standard forms of employment, in integrated urban passenger transport and inner city and local delivery services, including all modes of transport and platform companies; creating a joint framework for a worker led just transition in urban mobility.

#### 4. Tasks & Responsibilities

##### **General Project Management Responsibilities**

- Familiarisation with the approved project narrative, work plan and budgets for the project.
- Ensure that the approved project activities are implemented within the approved budget and time frames.
- Support the union's participating in the projects and ensure the unions are involved in organising and participating in events and activities.

- Comply with and ensure that ITF's gender equality policies are implemented and complied with; including sexual harassment and recording and monitoring disaggregated gender statistics for all project activities.
- Monitor the projects risk analysis and report to the Union Building Director and Urban Transport Director immediately any challenges or problems are identified.
- Inform the Union Building Director and Urban Transport Director and seek approval for any changes to the approved work plan or budget with a justification for the change discussion with the participating unions.
- Work with the ITF guidelines for project management and coordination, produce reports as per deadlines and comply with and use all ITF project formats.

#### **Specific Role & Responsibilities**

- Oversee the development of the project strategy and identification of priorities and locations
- Assist to implement the Open Society Foundation (OSF) approved activities, liaising with ITF Sections, Regions and Departments as necessary
- Coordinate with the Lead Project Researcher carrying out action research into key just transition proposals for urban passenger transport and freight services
- Support the development of online platforms for information sharing amongst unions about effective approaches to Just Transition
- Support the production of case studies to support campaigning for just transition and sustainable transport in cities.

#### **Additional:**

- Support the production of educational materials for affiliates, including a focus on women and young workers
- Assist to organise workshops/webinars for trade union leaders and activists on key policy areas, alliance building and effective action, including specific gender and youth focused workshops
- Oversee participatory policy development with project unions
- Support alliance building between trade unions and other organisations
- Build mobilization around key international policy agreements such as the process for revised NDCs.

## **4. Personal attributes and skills**

#### **Skills**

- Fluent in English and another international language would be an advantage
- Experience in urban/community development, trade union policy and/or climate change activism is essential
- Transport knowledge is encouraged but not essential
- Able to constructively support and empower workers and trade unions in different contexts
- Experience in participatory policy development and education is encouraged
- Good knowledge of digital tools and IT systems
- Global project coordination experience preferable
- Able to support the planning and implementation of training activities
- Ability to write a project report
- Admin and finance experience desirable

#### **Who are you?**

- Have worked in an urban development, trade union policy and/or climate change campaigning role
- Experienced in the trade union movement and/or social movements
- Able to start in January 2021
- Flexible and able to travel, pandemic restrictions permitting

## **5. Remuneration**

A competitive package will be offered to the qualified person.

## **6. Equal employment opportunity**

The International Transport Workers' Federation is committed to the principle of equal employment opportunity for all employees, consultants and service providers, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants' merits and abilities.

### **What is the purpose of this document?**

The ITF is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with all relevant UK data protection legislation.

It applies to all employees, workers and contractors.

The ITF is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

We will collect, store, and use personal information about you, which may be from the following categories:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
- Start date and, if different, the date of your continuous employment.
- Leaving date and your reason for leaving.
- Location of employment or workplace.
- Copy of driving licence, passport or other identification document
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.
- Photographs.
- Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied.

We may also collect, store and use the following more sensitive types of personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership.
- Information about your health, including any medical condition, health and sickness records, including:
  - where you leave employment and the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
  - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
  - where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes.
- information about unspent criminal convictions and offences.

### **How is your personal information collected?**

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from former employers. We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

## How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

## Situations in which we will use your personal information

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs).
- Providing any benefits due to you under the terms of your employment agreement
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties.
- Liaising with the trustees or managers of your pension provider
- Administering the contract we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **How we use particularly sensitive personal information**

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Our obligations as an employer**

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.
- If you apply for any ill-health payments under a pension arrangement, we will use information about your physical or mental health in reaching a decision about your entitlement.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use trade union membership information to pay trade union fees and to comply with employment law obligations.

### **Do we need your consent?**

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Information about criminal convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our policies.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We envisage that we will hold information about criminal convictions.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in the following ways:

- To make decisions about recruitment
- In disciplinary proceedings
- To make decisions about your continued employment

We will not process this information unless we have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

### **Data sharing**

We may have to share your data with third parties, including affiliates, third-party service providers and other entities in the ITF family.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why might you share my personal information with third parties?**

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law.

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you, or where we have another legitimate interest in doing so.



All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Transferring information outside the EU**

We may transfer the personal information we collect about you to the countries outside the EU where there is a legitimate reason to do so, for example where it is required in order for you to carry out your job.

### **Data security**

We will put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention**

#### **How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

### **Rights of access, correction, erasure, and restriction**

#### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Human Resource Department in writing.

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and / or transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Human Resources Department. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact the Head of Human Resources.**

I, \_\_\_\_\_ (employee/worker/contractor name), acknowledge that on \_\_\_\_\_ (date), I received a copy of ITF's privacy notice for employees, workers and contractors and that I have read and understood it.

Signature

.....

Name

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Last updated: 31 January 2020

**Update summary**

<b>Date</b>	<b>Reviewed by</b>	<b>Summary</b>
31 January 2020	Libby Bate, Compliance Manager	Update to reference of applicable data protection legislation following Brexit. Small clarifications / correct of typing errors.