**JOB DESCRIPTION**

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<thead>
<tr>
<th>Job Title</th>
<th>Assistant Secretary (B3)</th>
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<tr>
<td>Department</td>
<td>Inland Transport Section</td>
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<tr>
<td>Reports to</td>
<td>Inland Transport Section Secretary</td>
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<tr>
<td>Direct reports</td>
<td>n/a</td>
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<tr>
<td>Other management responsibilities</td>
<td>Assisting Section Secretary with operational work planning for the team</td>
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**Background**

This role was last graded in 2010 when the scope of work was completely different. The Inland section structure consists of two separate sections, Road and Rail, with a close working relationship with the OPT Team on Urban Transport. Consequently, the scope of responsibility for this role has increased to cover all areas of the Road and rail section, including campaigns, drafting work plans, coordinating with key affiliates, and leading on key projects.

In addition, this role will deputise for the Section Secretary, this deputising will include oversight of implementation of work plans, and priorities for the road and rail transport section.

**Main Job Purpose:**

Under the direction of the Inland Transport Sections Secretary, lead, develop, coordinate, implement and monitor global ITF policies, Sections goals and targets to ensure that the Sections achieve the objectives that have been agreed.

On identified and agreed activities that require joint cooperation, provide the relevant Sections, Departments, Regions and the Inland Transport Sections Secretary with up to date and accurate information relating to each activity as required.

**Main Responsibilities**

**Project Leadership and Management**

- Effectively lead on, develop, coordinate and implement union building and ITF project work of Section priority campaigns and projects.
- Coordination with section chair, vice-chairs and affiliates and monitoring of priorities implementation.
- Leads on the preparation of annual Sections work plans ensuring progress is monitored against the plan and that the Sections attain their objectives as efficiently as possible.
- Day to day monitoring of Inland sections staff, supporting the Section Secretary in planning and giving advice as required.

**Strategic Leadership**

- Develop strategic initiatives to increase ITF affiliation.
- Effectively developing, delivering and monitoring of Work programme, directions and budget.
- Lead, develop and implement evaluation processes for Section activities to measure and ensure objectives were achieved or to understand the reasons why they were not.
- Assist to develop, implement and maintain quality management systems in the Sections, organising and supporting staff in project planning, the provision of information, advice and resources as required.
• Responsible for ensuring the Inland Transport Sections Secretary is advised of information, developments and political issues that may arise that have implications for the operations of the Sections and ITF in general.

Communication and Training

• Develop, in conjunction with the Section Secretary, and implement internal and external communications and media strategies to support the overall section activities, including industrial campaigns and organising activities, delegating this responsibility to the Inland sections staff.
• Develop and maintain policy papers and other tools for internal and external use, promoting them and developing training programmes for affiliates on these tools to facilitate the effective overall management of activities such as campaigns and organising projects.
• Lead in development, implementation and maintenance of a robust communication and education process in the Section thereby ensuring that the team is aware fully of the aims and objectives of the Sections and the ITF as a whole and that the team receives continuing educational development.

Campaigns and Research

• Lead solidarity support in Inland sections.
• Lead, develop and deliver education programmes to affiliates to support the overall section activities, including industrial campaigns and organising activities.
• Lead on the planning and development of strategic campaigns, including their global, regional, sub-regional and national strategies.
• Lead and undertake research to support activities such as campaigns and projects which are identified as Section priorities - on MNCs and transport corridors to support priorities and activities.

Other

• Preparation and planning of section steering committee meetings.
• Plan and write documents and articles regularly for meetings and publications.
• Develop, coordinate and monitor the section working groups’ activities.
• Ensure there are reports on the progress of all work, tasks, projects and external meetings and up to date and accurate information is available to management for decision making purposes and reporting.
• Deputising and providing support to Inland sections secretary as required including in meetings, forums or conferences or represent the Sections and ITF in any conferences or with any external organisations.
• Fulfilling additional responsibilities outlined by the sections secretary and ITF GS and AGS, as required.
• Assist in the preparation of the annual budget for the Sections in conjunction with the Inland Transport Sections Secretary and is responsible in specific areas to ensure agreed budget figures are not exceeded, expenditure is in line with plan, and that fixed and variable costs are closely monitored and in line with the plan. The Inland Transport Sections Secretary has overall and final responsibility for the budget.

Decisions

• Leading on and responsible for decisions from project conception to implementation including reporting and coordination of solidarity campaigns and section priority work programme activities.
- Operational industrial coordination and engagement of ITF work, advising the Section Secretary and ITF senior personnel (AGS and GS) on key focuses and analysis.
- In the absence of the Section Secretary, deputise on all areas of Inland Transport, including work plans, priority projects and Global relationships.

**Complexity**

- Implementing section work plan, negotiating internal political sensitives and bearing in mind regional differences.
- Challenging senior stakeholders’ decisions in a diplomatic and proactive way, balancing their needs with the operational and strategic needs of the ITF.
- High degree of complexity, analysis, industrial knowledge and political understand of Inland Transport, including business models, development plans and corridors.

**Contacts**

- Regular communication with General Secretaries, Regional Secretaries, Section Chairs.
- Regular communications with Departments of ILO, other GUFs and sub-regional international organisations.

**Other important requirements of the job not covered above**

- Fluency in other languages is highly beneficial.
- Interpersonal and multicultural skills are required due to complexity of Inland Transport in order to effectively engage with different regions.
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
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<td><strong>Education level, qualifications or equivalent</strong></td>
<td>• Graduate calibre with relevant trade union experience</td>
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<tr>
<td><strong>Knowledge, experience and technical skills</strong></td>
<td>• A good knowledge of the relevant industries and related trade union structures worldwide</td>
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<td>• Ability to plan and lead projects following tight deadlines</td>
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<td>• An understanding of financial management and wider management principles and techniques</td>
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<td>• Political and presentation skills with an appreciation of the demands of conflicting interests</td>
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<td>• Good communication skills both written and oral in English. Knowledge of several languages is advantage</td>
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<td>• IT competency at minimum Level 2 (intermediate) standard in Word, Excel, PowerPoint</td>
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<td>• Sound strategic planning, analytical and problem solving skills</td>
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<td>• Sound research skills and experience to analyse strategic research to support campaigns</td>
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<td>• Strong negotiation skills</td>
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<td>Personal attributes/skills</td>
<td>Practical requirements e.g. hours, requirement to travel</td>
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| • Sound organisational skills and the ability to work under pressure  
  • Good knowledge of the structure and functioning of the Inland Transport Sections | • A firm commitment to progress the causes of trade unionism  
  • Readiness to acquire new skills, knowledge and experiences in a multi-cultural working environment.  
  • The ability at all times to exercise discretion, diplomacy, judgement and initiative  
  • Sound leadership skills with the ability to obtain buy-in | • Ability to undertake international travels as required  
  • Ability to work flexibly as required |  

*Updated following salary grading in June 2019  
Grade released February 2020*