



JOB DESCRIPTION

Job Title	Maritime Policy Advisor (B1)
Department	Maritime
Reports to	Maritime Coordinator
Direct reports(if any)	NA
Main Job Purpose	
<p>To support the Maritime Coordinator and the Maritime Section Coordinators with the effective delivery of ITF Maritime Policies in the delivery of the section’s priorities through:</p> <ul style="list-style-type: none"> • Drafting relevant section policy documents • Coordinating the sections and departments policy development 	
Main Responsibilities	
<ul style="list-style-type: none"> • Assists with the development, implementation and coordination of the maritime work plans and campaigns that involve policy • Advises, drafts and contributes to the development of maritime related policy and any amendments • Collaborates with the sections and departments and exchanges information to ensure a cohesive approach is taken within Maritime is in alignment with ITF’s overall strategy and goals • Prepares, organizes and attends meetings, events and activities relevant to maritime policies • Researches and prepares documents relating to maritime policies or the incorporation of ITF overarching policies into maritime work plans and activities • Collates and reviews decisions that have been adopted and recommend who, when and how the decisions are to be implemented in cooperation with the relevant section / department in consultation with the Maritime Coordinator • Represents the ITF to external bodies on maritime policy when necessary • Assists the Maritime Coordinator to develop and maintain relationships with affiliates and key industry stakeholders • Monitors and reports on non-compliance of maritime policies by affiliates and recommends appropriate action to the Maritime Coordinator • Cooperates with the Communications Department on a communication strategy to inform affiliates and other relevant stakeholders of maritime policies • Responds to policy enquiries when necessary and directed by the Maritime Coordinator 	
Decisions	
<p><i>This section should give two or three examples of the key decisions which have to be made as a regular feature of the job, the timeframes involved and the amount of guidance available (e.g. from written sources, managers)</i></p> <ul style="list-style-type: none"> • Identifying appropriate data sources to draft policy briefings and related documents • Identify and recommend implementation plans in collaboration with the relevant section / department and in consultation with the Maritime Coordinator • Advise the Maritime Coordinator and Section Coordinators of cross-sectional policies and recommend appropriate action. 	
Complexity	



This section should give two or three examples of the mental demands involved in the job – i.e. degree of complexity and diversity of tasks, the range of skills required and the frequency and suddenness of changes to which the jobholder has to adapt.

- Tact and diplomacy to handle different opinions of the affiliates and ability to structure the various opinions in order to provide suggestions to the Maritime Coordinator and Section Coordinators
- Analytical to collate relevant information on policy work cross-sectional and identify what is relevant for the Sections
- Assist with providing information on international negotiations on working conditions and regulations when applicable

Contacts

This section should give examples of the requirement to use written or oral interpersonal and communication skills, the intended outcomes, the difficulty, sensitivity and contentiousness of the issues and the level and frequency of the contact inside or outside ITF.

- Establish and maintain relationships with key affiliates, governments and international bodies.
- Regular engagement with other relevant Global Union Federations on policy work relevant to maritime
- Ability to cooperate and communicate with the SRDs on the implementation of common policies that affect cross-sectional projects



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent	Graduate level education or training
Knowledge, experience and technical skills	<p>Experience either in the trade union movement or in a social movement context.</p> <p>Proven maritime industry knowledge</p> <p>Proven organisational skills.</p> <p>Excellent analytical and problem solving skills.</p> <p>Able to digest large amounts of information, identify and summarise key issues, and explain complex information concisely.</p> <p>Exceptional attention to detail and ability to work simultaneously on multiple priorities</p> <p>Strong experience of policy research, development and implementation.</p> <p>Excellent communication skills – including fluency in English, and strong presenting, advocacy, debating and report writing skills</p> <p>Strong awareness of the demands of operating in an international environment and cultural sensitivity.</p> <p>Ability to use Microsoft Office packages, including Word, Excel, PowerPoint, email, internet and diary software to an intermediate level</p>	Experience in database management
Personal attributes/skills	<p>Demonstrable commitment to trade union values.</p> <p>Ability to think strategically, interpret and analyse complex issues from both qualitative and quantitative data with speed and accuracy, and communicate them effectively and credibly to different audiences</p> <p>An innovative, practical approach to problem solving.</p> <p>Ability at all times to exercise discretion, judgement and diplomacy.</p>	



	<p>Ability to take the initiative and work independently but knows when to seek advice.</p> <p>Ability to prioritise, self-motivate, work to and meet deadlines.</p> <p>Commitment to ongoing learning and personal development.</p> <p>Ability to work collaboratively and as part of a team</p>	
Practical requirements e.g. hours, requirement to travel	<p>Ability to undertake international travel, as required</p> <p>Ability to work flexibly, including working out of office hours, as required</p>	