

## Vacancy notice

Department: Economic & Social Policy (ESP)

Post: Climate **Policy Officer**

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### Job description

We are looking for an experienced and talented Policy Officer to fill a key position in our Economic and Social Policy Department at the ITUC's global headquarters in Brussels.

This position requires at least 5 years of union, not for profit, or other civil society leadership experience, and a proven ability to work strategically and collaboratively to achieve agreed outcomes. The successful candidate will be responsible for environmental policy research, analysis and advocacy and coordinating global trade unions on climate justice and industrial transformation and occupational health and safety.

The successful candidate will be required to have qualifications in environmental and/or sustainable development policy and first-hand knowledge and experience in trade unions.

This is an exciting opportunity to connect your commitment to climate change, qualifications in policy analysis to union campaigns and advocacy in the global struggle for climate justice, worker's rights and decent work.

### Responsibilities:

Responsibilities, under the direction of the ITUC Economic and Social Policy Department Director,

- Draft, negotiate and disseminate proposals, reports, statements, media releases and presentations relating to priority union issues, taking into account previous policies and campaigns adopted by international unions
- Coordinate lobbying efforts, the representation and/or involvement of unions in intergovernmental and international institutions including in the UNFCCC, UNEA, G20, OECD, ILO including through the provision of policy advice and information
- Coordinate and provide policy and campaign support to union thematic groups and networks
- In Coordination with the ITUC Organising Department, and ITUC affiliates promote workplace environmental committees
- Coordinate liaison and alliance building with other relevant actors including NGOs, social movements, academics and think tanks, investors, business organisations and other environmental actors
- Coordinate the compilation of briefings and presentations to various expert and public audiences
- Undertake policy analysis to produce country, regional or global reports
- Develop and carry out research on environment and employment
- Contribute to policy briefings and research in other areas of social, employment and economic policy and research as required.

### Experience required:

- Several years' experience in the field of environment, development economics, employment and/or social policy with a proven history of publishing analysis and short papers and/or reports in these fields;

- Experience of trade unions and a strong identification with the ITUC's values and objectives;
- Experience working at a regional or international level, or demonstrated capacity to translate national experience into the international sphere;
- A general knowledge of environmental and climate policy and occupational health and safety.

**Skills required:**

- Excellent English language skills required, with a working knowledge of other languages (especially French and Spanish a distinct advantage);
- Excellent writing and editing skills for policy documents and proven experience in producing public communications with engaging content, including online engagement, social media, blogging and speech writing;
- Capacity to work with colleagues in other departments to contribute an economic and social policy focus to campaigns and organising plans;
- Strong organisational skills, with well-developed IT skills and the capacity to motivate and support networks of members and allies;
- Ability to identify and assess research and fact-finding needs, conduct or commission research;
- Results oriented with a commitment to quality, accuracy and efficiency;
- Adaptability and flexibility to manage multi-tasking and multiple demands and priorities;
- Self-management and development: to work autonomously, under pressure, to meet deadlines, and to identify innovative solutions for the development and sustainability of the various areas of work;
- Willingness and availability to undertake international travel, adapt to different environments and work in a multicultural, multilingual setting;
- Collaborative spirit and strong ability to work in diverse teams and with allies and donors.

**Category:** VIII

**Closing date:** February 2, 2018

**Applications:** Applications should be sent, together with CV,  
to Human Resources  
[luc.vermeersch@ituc-csi.org](mailto:luc.vermeersch@ituc-csi.org)