



<b>Job Title</b>	ITF Accredited Representative to the International Maritime Organisation (IMO) (B2)
<b>Department</b>	Seafarers', Fisheries and Inland Navigation
<b>Reports to</b>	Secretary, Seafarers', Fisheries and Inland Navigation Sections
<b>Direct reports</b>	May have direct reports for specific projects and activities
<b>Other management responsibilities</b>	One external contractor in Brazil. Budget £100k
<p><b>Main Job Purpose:</b></p> <ul style="list-style-type: none"> <li>To represent the ITF at the IMO to ensure the views of the ITF are taken into consideration when IMO bodies are addressing international instruments, guidelines and other recommendations</li> <li>To be responsible for technical support i.e. to deal with all maritime related and technical issues on behalf of the ITF and to lead or provide support in any UN, Industry, ITF forum that requires maritime expertise or in matters pertaining to the general welfare of seafarers</li> </ul>	
<p><b>Main Responsibilities</b></p> <p><b>Representation/promotion of ITF interests at the IMO</b></p> <ul style="list-style-type: none"> <li>Lead the ITF delegation at IMO meetings and act as spokesperson on behalf of ITF.</li> <li>Responsible for the development of contacts/nurturing of relationships with governments, affiliates, policymakers and maritime industry players to effectively lobby and promote the ITF policies, priorities and position.</li> <li>Provide political direction and informed advocacy to staff and affiliates at the IMO and any other forum of the UN, Industry, working groups or ITF as required.</li> </ul> <p><b>Technical support and analysis</b></p> <ul style="list-style-type: none"> <li>Responsible for providing advice, guidance and technical expertise to relevant ITF bodies including the ITF Maritime Safety Committee and to other associated forums on issues including but not confined to safety, the environment, training certification and watch keeping and facilitation of shipping.</li> </ul> <p><b>Maritime Safety Committee/ Steering Group</b></p> <ul style="list-style-type: none"> <li>Overall responsibility for the co-ordination of the Maritime Safety Committee and Steering Group and the implementation of relevant Congress resolutions or Seafarers Section Committee instructions in respect of issues of training, manning, environment, health and safety and the general welfare of seafarers.</li> <li>Work closely with the Chair of the ITF Maritime Safety Committee and ITF IMO Representatives and Experts to ensure the views and policies of the ITF are taken into consideration during relevant meetings of the IMO and as appropriate in other relevant bodies and forums.</li> </ul> <p><b>Liaison/communication within ITF</b></p> <ul style="list-style-type: none"> <li>Responsible for identifying the relevant issues that the IMO has under consideration and for highlighting such issues within the ITF for action as appropriate and in particular bringing matters to the attention of the Secretary Seafarers', Fisheries and Inland Navigation.</li> <li>Responsible for the drafting and submission of papers to IMO meetings to enable the furtherance of ITF policies ensuring the position of the ITF is clear and unambiguous at all times.</li> </ul>	



- Responsible for ensuring that the decisions made at the IMO are fully understood within the ITF and its affiliates explaining the outcomes in non-technical language and submit papers and attend the Seafarers Committee to give appropriate technical support.
- Responsible for formulating, drafting and ensuring at all times there is a general awareness and understanding of current ITF Seafarers Sections policies and to be guided by all ITF policies.

#### **Project management**

- Responsible for development, management and implementation of projects associated with general objectives of the seafarers section or joint projects initiated through the Internal Secretariat Maritime Coordinating Committee.
- Responsible for focused research and campaigns in specific areas of expertise and in line with ITF policy.
- Take a lead role in ITF initiatives associated with specific area of expertise and current importance. May deputise for the Section Secretary at external meetings appropriate to the job-holder's expertise/role.

#### **Management of external researcher**

- Responsible for the day to day management, support and guidance of work of external researcher (or researchers if needed).

#### **Decisions**

- Determining the content of submission papers at the IMO's various Committees and sub Committees on a scheduled basis. ITF is usually the only representative of labour on these committees so the job-holder needs to be able to co-ordinate/advocate positions strongly whilst maintaining relationships with a diverse range of bodies e.g. ship owners, accredited representatives from UN states and non-government bodies.
- Determining when to verbally intervene at IMO plenary meetings on behalf of ITF. Needs political knowledge and detailed background knowledge of the issues under consideration to be able to take the floor effectively.
- Deciding how best to present papers, summarise and progress ideas at the ITF MSC SG in a format suitable to win consensus at IMO meetings.
- Deciding on information format for dissemination of relevant issues coming from the IMO that are important to ITF.

The jobholder is the ITF Accredited Representative at the IMO and Head of the ITF delegation so any interventions are made on their own initiative although they are bound by agreed ITF policies. The role has a high degree of autonomy in deciding what approach to take to have the most impact.

#### **Complexity**

- Analysing and interpreting complex technical documents to extract important data and influence ITF position on key topics. Data could include e.g. Convention regulations/guidance with legal terminology and formats, environment protection/safety conventions, widely differing views/perspectives from



affiliates and input of detailed IMO knowledge/protocols.

- Assessing conflicting data at a meeting/plenary session to be able to put a counter point and pick up key issues of concern which might have negative impact on ITF position. This may have to be done on the spur of the moment and requires quick thinking across a diverse range of subjects as well as being able to select appropriate time and words for interventions.
- Assessing and analysing the potential of friendly and supportive IMO Member State administration delegates and representatives for co-sponsoring or lobbying for ITF views and documents.

#### **Contacts**

- Daily verbal contact with government delegations, industry service providers (safety boards, academic partners) and affiliate delegations (e.g. ship owners) to be able to lobby and influence effectively. Also regular written contact.
- Needs to be able to prepare written papers/submissions on all issues of concern to the ITF.
- Member of various working groups maybe a panellist/speaker at conferences so must be able to prepare and deliver presentations/input to debate.
- Regular verbal and written contact with ITF colleagues mainly in Maritime, to exchange and collate information/views on key issues.

#### **Other important requirements of the job not covered above e.g. requirement to communicate in a language other than English**

Fluent English essential (written and spoken). Advantage to have additional languages but not essential.



**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education level, qualifications or equivalent</b>		<ul style="list-style-type: none"> <li>• Degree level or equivalent e.g. Technical Maritime Diploma</li> <li>• Legal knowledge, preferably of the maritime industry</li> </ul>
<b>Knowledge, experience and technical skills</b>	<ul style="list-style-type: none"> <li>• Experience within a trade union or similar organisation working on maritime issues</li> <li>• Experienced Seafarer</li> <li>• Sound and detailed knowledge of shipping and international technical maritime regulations</li> <li>• Understanding of maritime legal terminology</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an international context</li> <li>• A maritime lawyer</li> </ul>
<b>Personal attributes/skills</b>	<ul style="list-style-type: none"> <li>• Strong advocacy and networking skills with the ability and credibility to obtain buy in. Outspoken and persistent.</li> <li>• Sound political judgment and lobbyist skills.</li> <li>• Ability to exercise discretion, tact and diplomacy</li> <li>• Strong communication skills, approachable with the ability to develop effective working relationships and negotiate with and influence a wide range of people.</li> <li>• Good analytical and problem solving skills with the ability to “think on their feet” and attention to detail.</li> <li>• Strong organisation and project management skills with the ability to work under pressure and with minimal supervision.</li> <li>• Excellent level of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• A second language</li> </ul>
<b>Practical requirements e.g. hours, requirement to travel</b>	Significant overseas travel is required	



**International  
Transport Workers'  
Federation**

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