

Position Description

Position Title	International Manager		
Reports To	Director, Industrial & Policy		
Division	Policy	Work Centre	Industrial & Policy
Location	365 Queen Street, Melbourne		
Classification	Level 6	Mode	Permanent full time
Direct Reports	2	Date	February 2025

Position Purpose

1. Deliver the ACTU's international policy priorities in collaboration with affiliates and regional and international organisations and networks related to labour, industrial, human and trade union rights issues.
2. Develop, implement and review the ACTU's international program, policies, campaigns, solidarity actions and support for growth of genuine trade unions.

A commitment to trade union values and social justice is essential.

Occasional out-of-hours and weekend domestic and international travel required.

Responsibilities & Selection Criteria

Key responsibilities

- Co-ordinate, develop and maintain the ACTU's role and responsibilities arising out of its membership with the regional and global union movement including the ITUC (its committees and affiliated national union centres), the Trade Union Advisory Committee to the OECD (TUAC), the ILO, and relevant regional and subregional union bodies.
- Manage a small team of staff to deliver on the ACTU's international priorities.
- Facilitate, co-ordinate and enhance the involvement of the ACTU and its affiliates in the ACTU's international work, including through supporting and coordinating the ACTU's international committee.
- Represent the ACTU at international forums, including meetings, conferences and seminars as delegated by the ACTU Secretary.
- Provide policy advice and research on international issues as they impact worker's rights and the ACTU Congress Policy.
- Advocacy and engagement with government and external stakeholders on the ACTU's priority international issues as required.
- Support the ACTU Officers representative role on International bodies
- Support and facilitate ACTU delegations to International meetings, conferences and events
- Ensure the delivery of the ACTU's commitments under funded programs related to ACTU's international work

Key Selection Criteria

- High level of understanding and knowledge of the Australian and international trade union movement values, policies, and organisational structures.
- High level of understanding and knowledge of key international institutions and policy issues as they relate to workers' rights.
- Excellent written and verbal communication skills
- Demonstrated ability to develop and analyse policy and strategically advocate for policy change.
- Demonstrated capacity to work in international settings and respect cultural and social diversity;
- Demonstrated capacity to represent a significant national peak body such as the ACTU in national and international fora.
- Demonstrated capacity to manage competing priorities and handle sensitive information.
- Capacity to manage a small team

- Demonstrated commitment to trade union values and social justice

Key Contacts

Key Internal Contacts

Industrial and Policy Work Centre
All ACTU Work Centre's and Staff

External Contacts

ACTU affiliates
International trade union organisations and bodies
Other stakeholders' and relevant external parties.