



Manager - Public Policy

Temporary position – maternity leave

Start Date: 1st Dec 2015, 40 hrs p/w. (€40,000.- / €45,000.- gross per year on full time basis)

Location: Amsterdam, the Netherlands

Contract: Maternity cover – 6,5 months (Dec 2015 – mid June 2016)

Position summary

It is essential for GRI to collaborate with policy makers and market regulators and operators – they have grown into a key player in driving sustainability reporting at national and global level. Since 2008 GRI has seen a surge in its government relations and developed new relations with a growing number of governments and market regulators from different parts of the world. There is intense daily interaction through visiting delegations, bilateral engagements and technical advice, teleconferences, conferences, visits and through written channels.

As a member of the Government Relations, International Organizations, Development & Advocacy (GIDA) team, the post holder will work closely with the Senior Manager as well as the Deputy Chief Executive (DCE). The post holder will work to ensure proactive and dynamic institutional relations with governments, market regulators, including stock exchanges that are important for GRI's organizational goals. The post holder will be delegated a range of tasks and will contribute to the excellence and high level outreach of the GIDA Team in its policy related objectives and tasks.

The manager will report to Senior Manager Public Policy and International Affairs.

Core responsibilities

- Write (mostly in English, sometimes French or Spanish) of advisory documents and/or high level correspondence (e.g. to Ambassadors, Ministers)
- Prepare for and, when request, attend government related events and conferences
- Maintain existing relationships with governmental or market regulator / operator contacts
- Prepare of briefings and presentations for visits to governments and market regulators and operators
- Proactively identify new policies and trends in the field of transparency
- Systematically analyze and record governmental and policy and regulatory developments in the field of sustainability reporting
- Manage and provide input to projects such as development of papers and/or publications on these matters
- Prepare activities related to the GRI Conference 2016
- Manage relations with the members of the GRI Governmental Advisory Group and prepare the spring 2016 meeting
- Liaise with GRI regional hubs on related matters
- Other duties as requested

Requirements

- Proven track record of project management and monitoring skills
- High level of accuracy
- Excellent written communications skills
- Fluency English and minimally one other language (preferably French, Spanish or Dutch).
- Familiarity with sustainability issues and reporting
- Experience in working with policy makers and/or market regulators
- Ability to work with a high level of initiative on a day-to-day basis, based on agreed medium term objectives
- An understanding of sustainable development international agenda is a plus
- Pro-active and able to be results- and relationship oriented at the same time
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI would be an advantage

About GRI

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others.

With thousands of reporters in over 90 countries, GRI provides the world's most trusted and widely used standards on sustainability reporting, enabling organizations and their stakeholders to make better decisions based on information that matters. Currently, 27 countries and regions reference GRI in their policies. GRI is built upon a unique multi-stakeholder principle, which ensures the participation and expertise of diverse stakeholders in the development of its standards. GRI's mission is to empower decision-makers everywhere, through its standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

Our Vision: A future where sustainability is integral to every organization's decision-making process.

Our Mission: To empower decision makers everywhere through our sustainability standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), Friday, 16 October 2015. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

Stichting Global Reporting Initiative, Attn. Human Resources
Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands
T: +31 (0)20 531 00 00 www.globalreporting.org

