



## Job Description Gender Justice Policy Analyst

The NZCTU is the largest democratic organisation in the country, representing over 300,000 workers in our 32 affiliated unions. The NZCTU exists to unite democratic trade unions, to enable them to consult and co-operate with each other for the common good, and to help achieve the agreed aims and objects of the NZCTU by acting in unison and in accordance with democratic decisions.

We believe in collective action, social justice, worker engagement, fairness, workers' safety and wellbeing, and solidarity underpinned by a commitment to Te Tiriti of Waitangi.

### *Introduction*

A donation to the NZCTU Gender Justice Project Fund has been made by the Clare Foundation.

This funding is to establish two positions at the NZCTU; a Gender Justice Policy Analyst and a Campaign Coordinator. These roles will provide expert gendered policy analysis, research, and campaigning capabilities to support unions and women's organisations in their advocacy efforts for decent work for women, with particular focus on pay equity. They would support internal union campaigns and to also bring together coalition(s) of women's organisations and other interested parties for broad-based or specific campaigning. They would provide policy and organising support for the coalition(s).

The Policy Analyst will provide policy analysis, research, and support on issues affecting women workers, focusing on pay equity and broader gender justice issues with an intersectional lens. The Policy Analyst will provide technical advice to the NZCTU and its affiliates on matters related to Gender Justice including the Equal Pay Act and Pay Equity Settlements, the development of new policy initiatives to support gender equity with a particular focus on gender justice for women workers, and responses to risks to women's equity.

### *Key Responsibilities*

- Working alongside the Gender Justice Campaign Coordinator, develop a project plan for the Gender Justice Campaign
- Conducting research, providing expertise, developing policy and submissions and working with other members of the organisation to push for change on matters related to gender justice
- Provide analysis to support union and community ally responses to attacks on and risks to women's work conditions
- Support the development of policy through a broad public conversation about the next goals for women's equality, building on the work of the Working Women's Charter

### *Duties*

The Gender Justice Campaign Coordinator's duties include to:

- Provide expert economic/policy analysis on gender justice issues
- Monitor and research pay equity settlements

- Develop policy proposals to support the Gender Justice Campaign and address the root causes of gender inequality
- Write submissions, background documents, articles, and position papers
- Provide support and advice to unions on negotiating pay equity claims
- Develop training materials and resources for unions and women's organisations
- Assist in the presentation of submissions
- Assist other members of the policy team by providing a gender lens on policy work
- Present to CTU conferences and committee meetings
- Preparation for and meetings/workshops with government officials, politicians, affiliated unions and community allies
- Work with the Gender Justice Campaign Coordinator and other members of the Policy team
- Undertake other related work as requested by the CTU Secretary

### Person Specification

The Policy Analyst should have qualifications or experience in public policy, labour or gender justice issues, and demonstrate the knowledge and competence needed to work effectively in the position's areas of responsibility. We are looking for someone who has:

- Knowledge about the issues and background of equal pay and other issues impacting women at work
- Commitment to social and gender justice and the union movement
- Strong interpersonal skills
- Ability to work in a team and to develop constructive working relationships with other CTU staff and staff from diverse unions
- Research skills
- Analytical, organisational, and planning skills
- Ability to plan, prioritise and manage workload effectively
- Ability to write and speak in clear language
- Ability to interpret and identify key issues derived from complex information
- Ability to develop an understanding of new subject areas
- A high level of written and oral communication
- Ability to work to deadlines
- Computer literacy
- An ability to interact with a wide range of organisations and people, including government officials, employers, business groups, NGOs, and politicians
- An ability to co-operate with all staff and contribute to a friendly work environment
- Self-motivated

The person must also have a commitment to and understanding of the principles of Te Tiriti o Waitangi. The person must also have a good understanding of the particular needs of women, youth, Pacific peoples, and other cultural or disadvantaged groups within the New Zealand workforce.

### Other Matters

This role will be preferably based in Wellington at the CTU. Administrative support and other resources to enable the Campaign Coordinator to effectively carry out their work will be made available.

This role may suit a secondment arrangement. The CTU will consider appointing this role either full or part time (minimum 0.6 FTE).

This is a fixed term position ending on 31<sup>st</sup> March 2027.

Salary range: \$92,000 - \$105,000 per annum

Applications will close on Thursday 3<sup>rd</sup> April 2025 at 5pm.

Written applications comprising a C.V and covering letter are required.

Send applications to:

Sue Windsor

NZCTU

P O Box 6645

Wellington 6141

Or via email to [suew@nzctu.org.nz](mailto:suew@nzctu.org.nz)