POSITION DESCRIPTION

Position: Head of Practice, Corporate Responsibility & Labor Affairs
Organization: United States Council for International Business
Reports to: Senior VP, Policy and Global Strategy
Location: New York Office

THE OPPORTUNITY – About USCIB
Founded in 1945, USCIB promotes open markets, competitiveness and innovation, sustainable development, and corporate responsibility, supported by international engagement and regulatory coherence. Its focus is on international policy in the multilateral system, and its members include U.S.-based global companies and professional services firms from every sector, with operations in every region of the world. As the sole American representative of the International Chamber of Commerce, the International Organization of Employers and the Business and Industry Advisory Committee to the OECD, USCIB provides business views to the Administration and to policy makers and regulatory authorities worldwide and works to facilitate international trade and investment. In addition, USCIB is the only U.S. organization with standing to UN ECOSOC, and has recognized standing in several UN bodies and treaties. More at www.uscib.org

POSITION SUMMARY
The successful candidate will have primary responsibility for leading USCIB international advocacy activities on labor and employment policy, corporate responsibility ("CR"), and corporate governance. This role is accountable for management of a broad and evolving range of issues, including business and human rights, global industrial relations and labor standard negotiations, labor-related provisions in trade agreements, emerging corporate reporting frameworks and multi-stakeholder initiatives, among other issues.

The practice head will advise senior executives from member companies of international policy developments and negotiations and work with them and USCIB policy staff to develop, communicate and advocate for business positions, partnerships and solutions. Work with our global partner organizations – IOE, BIAC and ICC – and other industry groups is key to successfully advance members’ policy objectives and goals. and to advocate USCIB policy positions with key contacts in U.S. Government and in intergovernmental organizations. As a member of the USCIB policy team engagement on cross-cutting issues is expected, specifically with the SVP Policy and Global Strategy and the Environment and Sustainable Development Practice.

PRIMARY RESPONSIBILITIES
• Regular, productive and timely engagement with member company representatives in areas of responsibility.
• Monitor status, developments, and impact opportunities with respect to CR/Labor Affairs and Business and Human Rights relevant international policies, norms and expectations for responsible business conduct and good practices impacting U.S. companies around the world.
• Synthesize individual member and USCIB Committee feedback on intergovernmental and domestic draft norms, regulations and standards, as well as IOE, BIAC and ICC policy papers, and develop strategies to communicate, advance and advocate such feedback and Committee consensus positions.
Develop Committee policy briefs and position papers, advocacy letters and other materials based on member company input and consensus.

Coordinate semi-annual meetings, conference calls and other webinars for USCIB Corporate Responsibility and Labor Policy Committee; including coordination with Committee leadership, develop meeting agendas and materials; arrange expert speakers; etc.

Participate in the ICC, IOE and BIAC corporate responsibility committees and work with them to represent USCIB and its members in international initiatives.

Constructive engagement with and contribution to other USCIB Committee efforts and organizational initiatives.

**Corporate Responsibility and Business and Human Rights**

- Engage in the assessment, development and implementation of international codes and principles on corporate responsibility, business and human rights, CSR/ESG reporting and related initiatives.
- Coordinate USCIB work on business and human rights, engage with the UN Working Group on Business and Human Rights, represent USCIB in the annual UN Forum, and engage with the U.S. State Department on U.S. policies.
- Alert and advise members on emerging and critical issues.
- Engage in the update and implementation of the OECD Guidelines for Multinational Enterprises; work with the U.S. National Contact Point (NCP) and represent USCIB on the U.S. Stakeholder Advisory Board to the U.S. NCP.

**Labor Affairs**

- Coordinate USCIB engagement in the ILO, including the U.S. employer delegation to the annual ILO Conference and ILO expert / sector meetings; work closely with the U.S. employer member of the ILO Governing Body to gather feedback from member companies and prepare for ILO Governing Body meetings.
- Support USCIB President membership on IOE Management Board.
- Engage with the U.S. Department of Labor (DOL) and other U.S. government agencies on all ILO policy and programmatic activities; represent U.S. employers in domestic meetings involving government, unions and other stakeholders, including on the DOL Advisory Committee on Labor Provisions in Free Trade Agreements.
- Work with the IOE and BIAC on labor and employment policy issues at the ILO and the OECD (Employment, Labor, and Social Affairs Committee), and engage with IOE activities on industrial relations, occupational health & safety, migration and other labor issues.
- Monitor other international fora, including the G20, B20 and the Global Forum on Migration & Development, and cooperate with USCIB Foundation on thought-leadership research.

**Cross-Cutting Issues**

- Co-support USCIB’s SDG Working Group with the Environment and Sustainable Development team on policy matters related to SDGs.
- Work with the Customs and Trade and Investment Committees on matters of forced and child labor, and other trade- and supply-chain related international policy developments relevant to trade, customs, CR and labor practices.
- Monitor developments in OECD (such as accession, women’s’ empowerment and inclusion, DEI, etc.), UN Geneva institutions, and elsewhere and bring to the awareness of other USCIB policy team members.

**Corporate Governance**

- Manage USCIB policy and program activities on corporate governance as a component of evolving CSR.
- Work with BIAC on implementation activities related to the OECD Principles on Corporate Governance.
**Marketing/Communications/Membership Development**

- Effectively engage committee members by staying abreast of their particular corporate situations and concerns.
- Retention: Work with members and the USCIB Membership Department on an ongoing basis to minimize corporate resignations by engaging members in committee work and working to demonstrate the value to specific companies of continued USCIB membership.
- Recruitment: In cooperation with Membership Department, generate interest in USCIB by identifying prospective member companies and demonstrating and communicating to them the value of USCIB policy work.
- Assist in preparation of marketing/communication materials, including press releases, as appropriate.

**QUALIFICATIONS/EXPERIENCE**
The successful candidate will have an established record of respectful inter-personal relations and teamwork including pro-active collaboration, mutual support and an inclusive mindset. Openness and receptivity to changes in work environment, work demands and personnel is critical given the intergovernmental nature of the work and opportunities for business engagement.

- Minimum of 10 years of experience in international labor standards, corporate responsibility and/or business and human rights.
- Experience with international organizations and multi-stakeholder engagement.
- Strong understanding of ILO, UN, OECD norms and other relevant international conventions, soft law norms, including the UN Guiding Principles on Business and Human Rights and OECD Guidelines for Multinational Enterprises, and guidelines related to CSR and labor.
- Demonstrated ability to develop policy positions and build consensus with experience and capacity to address differences professionally.
- Proven ability to manage multiple projects and activities, and work collaboratively in team settings.
- Excellent written and verbal communication skills.
- Demonstrated ability to strongly advocate and persuasively express business positions in public fora and multi-stakeholder interactions.
- Good understanding of, and relationships with, influencers in corporate responsibility and international labor standards.
- Advanced degree in a related field; preference for candidates with demonstrated coursework in international law, labor law, sustainable development and sustainable business practices.
- 20% travel, both domestic and international.

**SALARY AND BENEFITS**
Salary and title are commensurate with qualifications and experience. USCIB offers a highly competitive compensation package that includes medical, dental and vision insurance, a 401(k)-retirement company matching program, generous paid time off, and the ability to participate in pre-tax transportation, and flexible spending account programs.

USCIB currently requires in-office work Tuesday – Thursday, with WFH option on Mondays and Fridays.

**HOW TO APPLY**
Please submit a cover letter describing your interest in the position and qualifications along with a resume to resume@uscib.org