

# Position Description



<i>POSITION TITLE</i>	GNSO policy officer
<i>DEPARTMENT</i>	<b>Supporting Organizations and Committee Support</b>
<i>POSITION HOLDER</i>	
<i>MANAGER'S TITLE</i>	<b>VP Supporting Organizations and Committee Support</b>
<i>POSITIONS REPORTING TO POSITION</i>	
<i>POSITION HOLDER'S SIGNATURE</i>	
<i>MANAGER'S SIGNATURE</i>	
<i>PREPARED BY</i>	ICANN
<i>DATE</i>	JULY 2003

**PART A: POSITION PURPOSE**

**The key purpose of this role is to support the GNSO Council in the smooth running of the GNSO policy process.**

**PART B: KEY RESULT AREAS AND KPI's PERFORMED**

- Identify the **Key Result Areas (KRAs)** (the main responsibilities) of the position.
- A **weighting out of 100%** has also be given to indicate how much of an importance the KRA has in the position.

These KRAs will form the base of the Performance Plan that is to be developed for the incumbent of the position. Each element of the performance plan will have explicitly defined goals attached in terms of **time, quality and delivery outcomes**.

The Key Result Area for this position is:

- **Management of the GNSO policy process 100%**

## Management of the GNSO policy process

### Responsibilities to be completed in a **timely** and **accurate** manner

(These responsibilities should be read in conjunction with the bylaws governing the GNSO policy process. These bylaws can be found at <http://www.icann.org/minutes/minutes-appa-annexa-31oct02.htm> )

- Liaise with the chair and members of the Council to understand current issues of importance to the Council
- When appropriate, create an Issues Report
- Liaise with the ICANN General Counsel to develop a recommendation as to whether the Council should initiate the Policy Development Process
- Assist with the formation of a Task Force on instruction from the Council
- Post notification of the initiation of the Policy Development Process on the website for public comment
- Review and summarize public comments and incorporate them into the appropriate report
- Assist the Council with the development of a charter or terms of reference for the Task Force
- Convene meetings of the Task Force with the assistance of the GNSO Secretariat
- Coordinate reports from outside advisors
- Assist the chair of the Task Force to produce the Preliminary Task Force Report
- Assist the chair to produce the final Task Force Report
- Post the Task Force Report for public comment and review these comments for inclusion in the Task Force Report if appropriate
- Prepare the Final Report and submit it to the Council chair
- Attend meetings of the Council
- Incorporate the views of the Council into a report for the ICANN Board
- Assist as needed with the finalisation and implementation of policy
- Provide other assistance to the chair of the Council as may be needed to ensure the smooth running of the policy process

## **PART C: SKILLS, EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS**

### **Competencies (skills)**

- Excellent written and verbal communication skills
- Strong computer literacy
- Strong internet literacy
- Strong negotiation skills
- Excellent listening skills
- Well developed ability to synthesise a number of diverse view points into a cohesive document
- Project management skills

### **Personal Attributes**

- Ability to co-operate and work as part of a team
- Tolerance for stress
- Ability to manage multiple tasks at the one time
- Ability to retain focus on priority tasks
- Adaptability/flexibility
- Ability to review practices to find more efficient and effective ways to work
- Comfort in dealing with multiple cultures and time zones that are part of an international organization
- A high level of interest and /or experience in the IT sector

### **Experience/Knowledge**

- At least five years experience in developing policy in an environment with conflicting stakeholder views
- Experience in liaising with senior managers in large corporations and with senior government officials
- Experience in dealing with contracts and contract negotiations an advantage
- Experience working in the IT or technology sector desirable
- Knowledge of the detailed working of the Internet an advantage

### **Qualifications**

- A bachelors degree or equivalent
- Postgraduate qualifications an advantage

## **PART D: COMMITTEES/PANELS/TASKFORCES**

- Support the GNSO Council
- Support GNSO Task Forces

## **PART E: KEY CONTACTS**

### **Internal**

- VP Supporting Organizations and Committee Support
- General Counsel
- GNSO Secretariat
- Manager Registry Relations
- Manager Registrar Relations
- Other policy support officers

### **External**

- Chair of the GNSO Council
- Members of the GNSO constituent groups

End