

OPEN POSITION

POLICY OFFICER SPECIALISED IN DATA OR FORESIGHT

Metropolis supports cities and large metropolitan areas to find innovative and sustainable answers to current and future urban challenges. Bringing together over 150 member cities and 700 million inhabitants worldwide, Metropolis serves as a global hub where metropolises can connect, share experiences and mobilise on issues related to economic development, social cohesion, sustainability, gender equality, and quality of life.

At the heart of Metropolis's mission lies a deep commitment to innovation. This unwavering commitment is exemplified by Metropolis's work on megacities, urban data and metropolitan futures aimed at advancing quality of life and empowering large cities around the world.

JOB OFFER

Metropolis is seeking a passionate and experienced **Policy Officer specialised in data analysis and visualisation or foresight** to join our dynamic Policy team. As a Policy Officer, you will play a pivotal role in advancing data management and mainstreaming innovative tools and processes across our organisation's programmes and initiatives. Your expertise will be instrumental in driving impactful projects that promote data comparability, urban governance and future-proofing cities within our global network of cities.

RESPONSIBILITIES

- Coordinate data management initiatives to improve data quality, visualisation and comparability across Metropolis's global network of cities.
- Conduct research and analysis to identify emerging trends and challenges facing cities and develop innovative tools and policy recommendations to address them.
- Coordinate innovative projects and activities, ensuring efficient management of resources and adherence to timelines.
- Prepare and disseminate knowledge and best practices related to urban data and foresight through publications, presentations and workshops.
- Organise and facilitate policy dialogues and capacity-building sessions on urban issues for Metropolis members and partners.
- Actively seek out and secure new funding opportunities and partnerships to support initiatives and projects.

- Facilitate the development of joint advocacy strategies with partner organisations and networks to promote innovation within the Metropolis ecosystem.
- Represent Metropolis at conferences, workshops and other forums on innovation.
- Stay abreast of the latest developments in urban innovation and foresight policy-making, research and best practices, ensuring that Metropolis's approaches remain innovative and effective.

REQUIREMENTS

- Advanced degree in Urban Planning, Data Science, Foresight or a related field.
- Minimum of 5 years of experience working on urban data or foresight projects, preferably in an international context.
- Proven expertise in data analysis and visualisation and/or strong analytical and research skills, with a demonstrated ability to synthesise complex information and draw meaningful conclusions.
- Proven track record of successfully designing, managing and evaluating projects and initiatives.
- Excellent communication and writing skills in English are indispensable. Fluency in Spanish, French and/or another of the languages official in +5 Metropolis members (e.g. Arabic, Chinese, Farsi, Indonesian, Korean, Portuguese or Turkish) is highly desirable.
- Experience working with international organisations and city governments is a strong advantage.

Personal skills

- Strong analytical skills and innovative thinking
- Project management expertise
- Facilitation skills
- Organisation and time management
- Excellent communication skills
- Accuracy and attention to detail
- Cross-cultural sensitivity
- Goal-oriented and proactive search for new opportunities.

WHAT WE OFFER

- **Dedication:** Full-time (37.5 hours per week) with flexible hours.
- **Location:** On-site (70% on-site at the Secretariat General HQ in Barcelona and 30% online) or fully remote position. We welcome applications from outside Spain as part of our commitment to building a diverse team.
- **Gross remuneration:** €39,000
- **Estimated start date:** 5 February 2024
- 3 months trial period

BENEFITS

- Continuous learning and professional development opportunities.
- Opportunity to contribute to meaningful projects that address critical issues and promote positive change for women around the world.
- An inclusive and supportive work environment with flexible work arrangements that allow for a healthy work-life balance.

Metropolis is firmly committed to creating a workplace that values and embraces diversity, equity and inclusion. Metropolis is an equal opportunity employer and is firmly committed to providing a workplace that is free from discrimination and harassment.

TO APPLY

Please submit your resume and cover letter to hr@metropolis.org by **5 January 2024** with the subject line "DATA/FORESIGHT POLICY OFFICER".

Please note that writing tests will be held on 9 January 2024 and interviews will be held on 12-15 January. Only shortlisted candidates will be contacted for these assessments.

Release date: 5 December 2023