

JOB DESCRIPTION

Position:	Project Manager
Team:	Sustainability Reporting
Reports to:	Director Sustainability Reporting
Reports:	Nil
Location:	Wellington
Duration:	Permanent

About the External Reporting Board

The External Reporting Board (XRB) is an Independent Crown entity responsible for the development and issuing of accounting, auditing and assurance, and climate-related disclosure standards in New Zealand, and guidance for non-financial reporting. We are committed to ensuring New Zealand prospers through effective decision making informed by high-quality, credible and integrated reporting.

Position purpose

Working with the Director Sustainability Reporting and other highly-motivated members of the Sustainability Reporting team, you will coordinate the delivery of a major project for the XRB, Ngā pou o te kawa ora, and provide technical input to our broader financial and non-financial reporting work programme.

Ngā pou o te kawa ora

The XRB's Ngā pou o te kawa ora project is aiming to develop a voluntary non-financial reporting framework for Aotearoa New Zealand. This work is taking a te ao Māori and mātauranga Māori approach, with the current draft framework entitled *He Tauira*. Together with the Director Sustainability Reporting, the Project Manager will be responsible for the successful coordination and delivery of Ngā pou o te kawa ora.

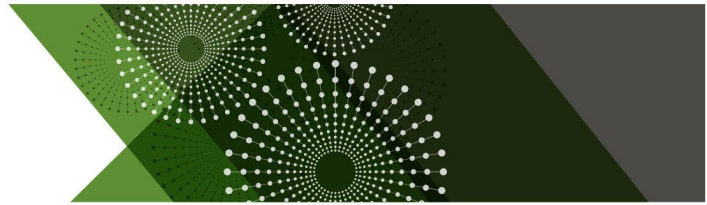
Technical input

The XRB has a varied work programme relating to all facets of sustainability reporting, including climate-related disclosures, connectivity with financial reporting/integrated reporting, and other specific sustainability reporting topics (such as nature/biodiversity, sustainable finance etc.). The Project Manager will contribute to specific projects relating to the forward work programme of the XRB.

Key accountabilities

The specific responsibilities of the Project Manager are to:

- Coordinate the delivery of Ngā pou o te kawa ora by:



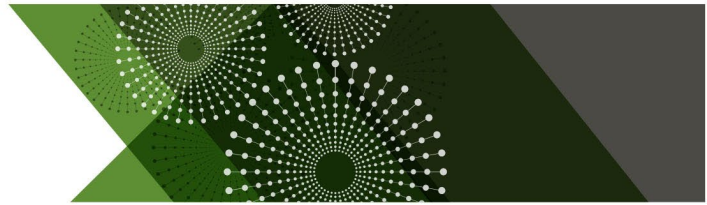
- Working with and supporting existing XRB staff, boards and a Kaitiaki Group¹ that is overseeing Ngā pou o te kawa ora
- Analysing and coordinating the feedback received by the XRB from pilot entities using the draft framework and participating in the development of the framework itself and associated collateral
- Provide advice and leadership on te ao Māori and mātauranga Māori as it relates to the project
- Research and analyse sustainability reporting issues
- Develop written and verbal communication material, including consultation papers, memos, reporting standards and guidance etc.
- Prepare papers for consideration by governance groups at the XRB, including but not limited to the XRB Board, Sustainability Reporting Board and the Kaitiaki Group
- Project coordination to support projects and governance groups at the XRB, including monitoring and reporting on project progress
- Manage and engage in stakeholder engagement activities, including scheduling, logistics and reporting, and writing external communications
- Liaise with domestic and international stakeholders and bodies, and other technical experts, over project matters
- Record keeping (e.g., ensuring project databases and other files are maintained, taking notes and minutes, keeping calendars up to date)
- Assist with the preparation of submissions
- Any other duty as required by the Director Sustainability Reporting

Person Specification

Essential:

- Demonstrated understanding of te ao Māori and mātauranga Māori
- Experience as a preparer, or in an advisory role relating to sustainability reporting, accountancy or audit and assurance
- Relevant experience in a sustainability-related topic
- Good analytical and strategic skills and demonstrated initiative and creativity when solving problems
- Excellent verbal, written and interpersonal communication skills, with the ability to communicate complex ideas to a variety of audiences
- Excellent stakeholder engagement and management skills
- Able to work:
 - autonomously, exercise judgement and understand the broader implications of their work

¹ The Kaitiaki Group provides technical reporting and mātauranga Māori expertise to the Ngā pou o te kawa ora project.



- cooperatively and flexibly with others to deliver effective projects, including excellent organisational skills including an ability to multi-task, prioritise, and meet requirements within defined timelines
- Results oriented with a commitment to the highest standards of organisational performance and committed to the achievement of real-world sustainability outcomes
- A commitment to the ethos and values of the public sector, including individual ethical behaviour and value for money in the use of resources
- An ability to undertake some domestic (and, if required, international) travel

Desirable

- An understanding of the connections between financial and non-financial reporting