

JOB DESCRIPTION

Position:	Principal Advisor Sustainability Reporting
Reports to:	Director Sustainability Reporting
Reports:	Nil
Location:	Wellington

Organisation:

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:

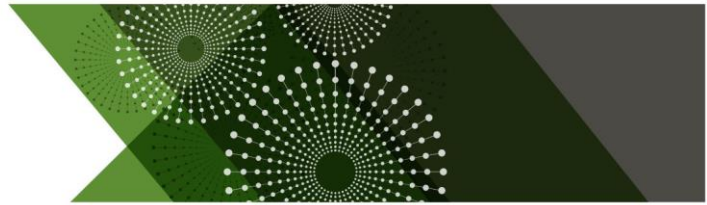
Working with other members of the XRB's Sustainability Reporting team, as well as other parts of the XRB, the Principal Advisor Sustainability Reporting is responsible for leading the development of sustainability reporting material (both climate-related disclosure standards and wider sustainability guidance). They must also work with stakeholders in other parts of the reporting system (preparers, users, regulators, advisors etc. both nationally and internationally) on the development and uptake of the XRB's work.

Position description:

Climate

The XRB's Sustainability Reporting team is responsible for developing mandatory climate-related disclosure standards (collectively known as Aotearoa New Zealand Climate Standards). This work is near the end of its first phase, but important ongoing work relating to climate that the Principal Advisor Sustainability Reporting will contribute to includes:

- further development of guidance to support Aotearoa New Zealand Climate Standards;
- dissemination of the final disclosure requirements in Aotearoa New Zealand Climate Standards to all relevant stakeholders;
- monitoring of disclosures made under Aotearoa New Zealand Climate Standards to inform a post-implementation review of the standards (to begin by December 2025);
- the development of non-binding guidance for public sector climate-related disclosures; and
- ongoing engagement (e.g., direct engagement, writing submissions etc.) with international and jurisdiction-specific standards setters in relation to climate, specifically the International Sustainability Standards Board (ISSB) and the International Public Sector Accounting Standards Board (IPSASB).



Non-binding guidance on non-financial reporting

The XRB's Sustainability Reporting team is responsible for providing advice to the XRB Board about giving effect to the extension to the XRB's mandate under the Financial Sector (Climate-related Disclosures and Other Matters) Amendment Act 2021 that allow it to issue guidance that relates to non-financial reporting. Work relating to the development of this guidance that the Principal Advisor Sustainability Reporting will contribute to includes:

- contributing to the XRB's Ngā pou o te kawa ora project which aims to develop a voluntary, non-financial reporting framework from an Aotearoa New Zealand perspective;
- demand-driven response to guidance relating to other non-financial topics such as nature and biodiversity, circular economy, human rights, and economic inequality;
- liaising with government departments and wider stakeholders in other parts of the reporting system (preparers, users, regulators, advisors etc.) on the development of sustainability reporting in Aotearoa New Zealand;
- determining the implications of policies, trends, risks, and developments, on sustainability reporting;
- ongoing engagement (e.g., direct engagement, writing submissions etc.) with international and jurisdiction-specific standards setters in relation to sustainability reporting.

Other

- Provide advice and support to the other teams within the XRB on matters relating to issues within the remit of sustainability reporting.
- External stakeholder communications (e.g., presenting in webinars, written communications material etc.).
- Undertake the development of XRB Board papers for matters within the sustainability reporting team's scope, and providing technical and secretarial support to the XRB Board and other boards with delegated authority from the XRB Board (also including Steering Groups, Advisory Panels and other working groups) as required.
- Undertaking research on sustainability issues as relevant, including developing and presenting high-quality, objective advice to XRB leadership on complex issues in relation to sustainability reporting.
- Perform any other duty as directed by the Director Sustainability Reporting.

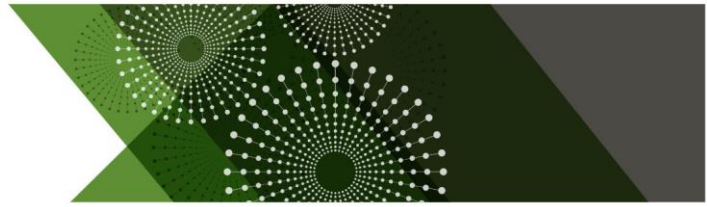
Person Specification:

Qualifications

- Relevant tertiary qualification.

Subject area knowledge and experience

- Excellent working knowledge of, and substantial experience and expertise in a preparer, advisory and/or management role relating to, one or more of the following:
 - Non-financial reporting (required);



- Concepts including: impact measurement, integrated/value reporting, taxonomy development, non-financial data creation and reporting;
- Topics including: climate change, biodiversity, sustainable finance, public sector accountability, just transitions, living standards/wellbeing frameworks;
- Relevant project management and policy development experience.

Attributes

- Highly developed analytical skills and demonstrated initiative and creativity when solving problems, including the ability to think widely and creatively about new areas of analysis and be open-minded to applying their expertise to a broad range of topic areas.
- Excellent verbal, written and interpersonal communication skills, with the ability to communicate complex ideas to a variety of audiences.
- Able to cope with analysing and processing large amounts of written information and be able to keep on top of national and international developments in the large and expanding field of non-financial reporting.
- Excellent stakeholder engagement and management skills, especially in the coordination of disparate stakeholder groups and in the face of adversity.
- Ability to work 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.
- Good technical and strategic skills, and in particular able to provide thought leadership to the XRB in the consideration of key technical and strategic issues, and to identify and address long-term underlying issues, opportunities or threats affecting the non-financial reporting environment.
- Strong organisational and project management skills including an ability to meet timelines and experience supporting the delivery of complex projects.
- Results oriented with a commitment to the highest standards of organisational performance.
- 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.

This is a full-time, permanent position, ideally based in Wellington, although other locations will be considered.

October 2022