

## POSITION DESCRIPTION AND PERSON SPECIFICATION JOB DESCRIPTION

**Position:** Chief Executive Officer

**Reports to:** XRB Board (through the Chair)

**Reports:** circa 30 Staff (5 direct reports)

**Location:** Wellington

### **Organisation:**

The External Reporting Board (XRB) is an independent Crown entity with responsibility for all aspects of accounting, climate and auditing and assurance standard setting and associated material.

The XRB has three subsidiary boards, one with responsibility for accounting standards a second with responsibility for climate standards and non-binding guidance on other non-financial reporting and the third with responsibility for auditing and assurance standards. The XRB itself is responsible for governance of the organisation, overall financial reporting, strategy (including advising the government accordingly), standards strategy, and oversight of the subsidiary boards.

The XRB's outcome goal of high-quality external reporting will be addressed in the following ways:

- Developing and implementing an overall strategy for financial reporting standards and auditing and assurance standards (including developing and implementing tiers of financial reporting and assurance);
- Preparing and issuing financial reporting standards;
- Preparing and issuing auditing and assurance standards;
- Preparing and issuing professional and ethical standards that will govern the professional conduct of auditors;
- Preparing and issuing climate standards;
- Preparing and issuing non-binding guidance on non-financial reporting and
- Liaising with national and international organisations that exercise functions that correspond with, or are similar to, those conferred on the XRB.

### **Position Purpose:**

On an ongoing basis the role involves:

- Assisting the XRB Board in the development of the XRB's strategic goals and annual objectives;
- Leading the XRB in the successful execution of the organisation's mission, strategy and annual objectives;

- Ensuring enterprise wide risks are effectively identified, monitored and managed;
- Leading the XRB in taking a proactive leadership approach to Sustainability reporting including working collaboratively with all stakeholders, including other Government agencies;
- Monitoring, anticipating and responding to developments, including any potentially significant developments, in international standard setting and in the international and domestic reporting environments that could have a detrimental impact on the confidence in New Zealand external reporting;
- Overseeing the XRB's operations, people, policies and processes in line with the requirements of the organisation as an independent standard setter;
- Providing quality information to the XRB Board to enable their effective governance of the organisation;
- Assisting the XRB Board with the delivery of the annual expectations set by the Minister of Commerce and Consumer Affairs;
- Liaising with key other Government agencies – including, but not limited to, MBIE, FMA, Companies Office, Charities Division of DIA, Treasury, Office of the Auditor-General and Reserve Bank of New Zealand;
- Liaising with key professional stakeholders – including, but not limited to, NZX, Professional Accounting Bodies, Institute of Directors;
- Maintaining a strong professional link with the equivalent standard -setting organisations in Australia; and
- Maintaining an influential role with the key international standard-setters including, but not limited to, International Accounting Standards Board, International Sustainability Board, GRI, International Audit and Assurance Standards Board, International Public Sector Accounting Standards Board and the International Ethics Standards Board for Accountants, Public Interest Oversight Board.

### **Areas of Responsibility:**

<b>Area</b>	<b>Expected Outputs</b>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Developing, with the XRB Board, the Statement of Intent including establishing short and long term goals, strategies, plans and policies for the XRB.</li> <li>• Implementing and ongoing monitoring of the XRB's strategic plan.</li> <li>• Plan and act strategically to engage others in the vision and agreed strategic direction of XRB, and position the XRB, and its stakeholders to meet the Government's future needs.</li> <li>• Lead and communicate in a clear, persuasive and impactful way to convince others to embed change and take action.</li> </ul>

<b>Systems Leadership</b>	<ul style="list-style-type: none"> <li>• Work collectively across domestic (private, public and not-for-profit sectors) and international boundaries to deliver sustainable and long-term improvements to system and sector outcomes, such as proactively leading on evolving Sustainability Reporting.</li> <li>• In the face of the rapidly changing standard setting and the reporting environment internationally, bridge the interface between government, government agencies and all sectors, leading and influencing in order to maintain confidence in New Zealand’s external reporting.</li> </ul>
<b>Delivery Management, Compliance and Reporting</b>	<ul style="list-style-type: none"> <li>• Plan, prioritise and organise work to deliver on short and long term objectives across the breadth of the XRB functions.</li> <li>• Ensuring enterprise wide risks are effectively identified, monitored and managed.</li> <li>• Effectively delegate and maintain oversight of work responsibilities to leverage the capabilities of direct reports and others to deliver sustainable and long-term improvements to system and sector outcomes.</li> <li>• Ensuring compliance with legislation and timely, regular reporting to external stakeholders.</li> <li>• Advising and informing the Board of all organisational activities, with regular reporting of progress and issues for the organisation.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Overseeing the preparation and management of an annual budget (approximate annual appropriation of \$8.3m).</li> <li>• Monitoring operating expenditure for compliance with the Financial Reporting Act 2013, Crown Entities Act 2004 and Public Finance Act 1989.</li> <li>• Overseeing reporting against budget to the Board. Explaining any variations and defining actions to be taken if budgets are not met.</li> </ul>
<b>Strategic workforce planning</b>	<ul style="list-style-type: none"> <li>• Ensuring that the XRB has the necessary skills and competencies critical for delivering on its strategy and workplans. This involves workforce planning to develop a team that is capable of navigating the complexities of reporting across a very broad range of entity types and sectors.</li> <li>• Maintaining technical Board capability, working with Nominations Committee of XRB Board to appoint appropriately skilled and experienced people to the technical Boards and the Advisory Panel.</li> <li>• Maintaining staff capability, all aspects of a modern public sector organisation within a small, but professional staff team.</li> </ul>

- 
- Connect with and inspire staff to build a highly motivated and engaged workforce.
  - Manage people performance and bring out the best in direct reports and XRB staff to deliver high quality results.
- 

**Person Specification:**

- Proven leadership experience at a senior management role at the executive level, in executing strategic and financial objectives and people leadership and management.
- Considerable experience in leading organisational strategy development and strategic stakeholder management.
- An understanding of the public sector environment is highly desirable, in particular financial management and strategic processes and relationships with Parliament.
- An understanding of the standard setting environment is highly desirable.
- Experience working within a professional services organisation (or similar) would be advantageous.
- knowledge of the financial and non-financial reporting landscape in both the private and public sectors,
- an understanding of our policy frameworks, and complex legislation settings,
- strong cross-cultural competence
- ability to effectively convey the value of reporting with credibility and passion.
- strong interpersonal and communication skills with an ability to lead a diverse team, including leaders and technical personnel,
- demonstrated capacity to foster collaboration, harness individual strengths, and drive collective success with inclusivity and adaptability,
- demonstrated ability to navigate a complex governance structure to ensure effective board engagement and maintaining a respected international profile.
- Evident mana who exudes calmness amidst challenges with a commitment to continuous improvement and balanced decision-making,

## Attributes

---

<b>Strategic Focus and Leadership</b>	<ul style="list-style-type: none"><li>• Open and outgoing, with wisdom, drive and foresight</li><li>• Assists the XRB Board to define the direction of the organisation and ensures organisational goals and strategies are aligned to the Board's priorities.</li><li>• Provides thought leadership to the XRB in the consideration of key strategic issues.</li><li>• Provides outstanding stakeholder management across all areas of the XRB to uphold and build the XRB's reputation as an effective independent standard setter.</li><li>• Identifies and addresses long-term underlying issues, opportunities or threats affecting the organisation and the financial reporting environment.</li></ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"><li>• Is action orientated and has strong organisational and project management skills and an ability to meet timelines and budgets.</li><li>• Has a focus on continuous improvement and solutions.</li><li>• Anticipates stakeholders' needs, makes decisions and takes action collaboratively gaining and maintaining trust and respect.</li><li>• An adaptive problem solver able to modify targets in line with changing business needs.</li></ul>
<b>Working Collaboratively</b>	<ul style="list-style-type: none"><li>• Builds and maintains credible and productive relationships with a wide range of internal and external stakeholders.</li><li>• Has a collaborative team player approach, with an ability to take people with them.</li><li>• Builds and maintains networks and partnerships that contribute to common goals.</li><li>• Uses active listening, diplomacy and tact to build agreements.</li><li>• Supports seeking mutually beneficial solutions where feasible.</li><li>• Has superior persuasion and influencing skills.</li><li>• Open to Te Ao Māori world view</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Has excellent written, oral and presentation (including public speaking) communication skills.</li><li>• Ensures that the organisation is consistently presented in a confident, credible and positive image to all stakeholders.</li></ul>

---

---

	<ul style="list-style-type: none"><li>• Is a good listener, grasps ideas quickly and has the ability to simplify the complex.</li><li>• Can communicate the value of reporting clearly with passion.</li></ul>
<b>Honesty and integrity</b>	<ul style="list-style-type: none"><li>• Takes an honest and straight forward approach.</li><li>• Understands and is committed to the ethos and values of the public sector, including individual ethical behaviour, value for money in the use of resources, and being an equal opportunity employer.</li><li>• Has presence and professionalism, with calmness, consistency and confidence</li></ul>
<b>Ability to Travel</b>	<ul style="list-style-type: none"><li>• Is available for some limited international travel.</li><li>• Is available for regular domestic travel.</li></ul>

---

14/06/24