

## Position description

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<b>Position:</b>	Communications and Engagement Manager
<b>Reports to:</b>	General Manager Corporate Services
<b>Direct reports:</b>	nil
<b>Location:</b>	Wellington
<b>Employment type:</b>	Permanent full-time

### **The External Reporting Board's purpose is to promote trust in external reporting and assurance**

The External Reporting Board (**XRB**) is an independent Crown entity responsible for setting New Zealand's accounting, auditing and assurance, and climate-related disclosure standards. We also issue non-binding guidance to support sustainability and other non-financial reporting.

Our purpose is to promote trust in external reporting and assurance, so investors, lenders, policymakers and the public can have confidence in the information that organisations report and use it to make informed decisions.

The XRB Board is responsible for the overall governance and strategic direction of the organisation, while standard-setting decisions are delegated to three technical boards. The Chief Executive is responsible for the day-to-day management of the organisation.

### **As Communications and Engagement Manager you will have a strategic role, providing organisation-wide leadership, advice and delivery**

You will work in a strategic role, alongside the Chief Executive and Senior Leadership Team to lead how the organisation communicates and engages with its domestic and international stakeholders on priority projects. Stakeholders include reporting, users of reported information, assurance practitioners, regulatory and professional bodies, and international standard setters.

You will also support the XRB's subject matter experts to deliver high-quality communications and engagement. This includes helping them explain complex work clearly, build understanding and trust, and support effective engagement.

A key part of the role is supporting the XRB's accountability requirements and processes as a Crown entity. You will coordinate Ministerial briefings and manage communications related to parliamentary and select committee processes.

#### **The outcomes you are accountable for:**

- Leading the strategic approach to communications and engagement that supports the XRB's role as an independent standard setter and its accountability to its Minister, Parliament and stakeholders
- Establishing yourself as a trusted adviser to the XRB Board, Chief Executive and Senior Leadership Team

- Developing communications and engagement plans for strategic priority projects and priority engagements
- Owning all XRB's communication channels and strategies
- Strengthening communications capability across the organisation by supporting and coaching staff to clearly communicate and support understanding of complex technical work. This includes working with the Enablement Manager to ensure the right tools, guidance, and processes are in place.

### **The work you will do:**

- Develop and own the XRB's communications and engagement strategy and plan to:
  - support delivery of the XRB's strategic objectives
  - ensure key audiences are reached through appropriate channels, so the XRB's work is understood and engaged with in New Zealand and internationally
  - expose the XRB to diverse perspectives and experience, and ensure insights from engagement are effectively fed back to relevant teams and reflected in decision making
- Shape and oversee communications and engagement for strategic work, ensuring messaging is coherent, and aligned with the XRB's statutory responsibilities.
- Provide strategic communications advice to senior leaders, technical teams, and project leads to support effective stakeholder engagement and informed decision making.
- Ensure stakeholder insights and feedback are systematically captured and used, including oversight of surveys required under the XRB's accountability documents and the organisation-wide stakeholder management plan.
- Support the Chief Executive and the XRB Board with Ministerial and Parliamentary engagements, including briefings, speeches, select committee appearances, annual reviews, and inquiries.
- Prepare high-quality materials for the Chief Executive's engagements, including briefings, talking points, and presentations.
- Manage, monitor, and continuously improve the XRB's communication channels to strengthen engagement and support organisational objectives.
- Manage communications related to accountability processes, working closely with the Executive Manager and General Manager Corporate Services. This includes engagement with the Minister for Commerce and Consumer Affairs, the XRB's monitoring agency (the Ministry of Business, Innovation and Employment), and Parliamentary committees.
- Work with the Enablement Manager to improve communications tools, guidance, and processes, including the appropriate and responsible use of AI.
- Monitor media coverage and manage media enquiries as required.
- Enhance the XRB's communications culture by modelling and promoting good practice, including the use of plain language and adherence to accessibility guidelines.
- Proactively scan the external environment to identify communications and engagement issues, risks, sensitivities, and opportunities relevant to the XRB's work.

- Establish and maintain effective working relationships with key counterparts, including communications colleagues within monitoring agencies, regulators, and other relevant public sector organisations.

### **The experience you bring:**

- Significant senior-level experience in communications and engagement, preferably within the public sector and/or in areas relating to the XRB's work (such as reporting, assurance and capital markets).
- Extensive experience developing and delivering communications and engagement strategies.
- Demonstrated ability to work effectively with technical subject matter experts and translate complex material into plain-language communications that remain relevant for intended audiences.
- A strong track record of delivering effective communications outcomes.
- Proven ability to build and maintain relationships with a wide range of stakeholders, understand differing motivations, and influence and persuade.
- Experience working in a sole-charge communications and engagement role within a small organisation is desirable.
- Sound familiarity with government and regulatory settings, including accountability and reporting requirements.

### **The attributes you possess:**

- Able to demonstrate high levels of integrity and sound professional judgement.
- Personally resilient, with the ability to remain effective in complex, pressured, or sensitive situations.
- Highly skilled in written and verbal communication, with the ability to engage confidently with senior leaders and diverse stakeholders.
- Confident in identifying, assessing, and managing risks and opportunities, particularly in a regulatory and public sector context.
- Highly organised and effective at planning and prioritising work, including managing competing demands in a complex working environment.
- Strategic in your thinking, with the initiative and creativity to solve problems and respond to emerging issues.
- Results-oriented, with a commitment to achieving high standards of organisational performance.
- Committed to the ethos and values of the public sector, including ethical behaviour, transparency, and value for money in the use of resources.