

Position description

Position:	Principal Advisor Sustainability Reporting
Reports to:	Director Sustainability Reporting
Direct reports:	nil
Location:	Wellington
Employment type:	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 Principal Advisor Sustainability Reporting, you will contribute to the XRB's sustainability reporting work programme

You will work as part of the Sustainability Reporting team and across the XRB to support the development and implementation of sustainability reporting. You will engage with stakeholders across the reporting system, including preparers, users, regulators, advisors, and international standard setters, to support the development, application, and uptake of the XRB's work. You will provide high-quality technical advice and contribute to the XRB's position on sustainability reporting matters.

The outcomes you are accountable for:

- Contributing to the development of climate-related disclosure standards that are fit for purpose and meet the needs of primary users
- Supporting effective implementation of climate standards through high-quality guidance and supporting materials
- Providing robust technical advice to inform the XRB's approach to sustainability, integrated reporting, performance reporting and related areas
- Building and maintaining effective relationships with domestic and international stakeholders
- Supporting high-quality decision-making by contributing to Board and governance processes
- Delivering insightful research and advice on complex sustainability reporting issues

The work you will do:

Climate-related disclosures standard setting

- Contribute to standard setting to ensure climate standards are fit for purpose and meet the needs of users and reporting entities
- Support implementation by contributing to guidance and materials that enable effective application of standards

Provide high-quality technical advice

- Provide high-quality technical input on sustainability reporting, and on integrated and performance reporting
- Undertake research on emerging sustainability issues and provide objective, well-reasoned advice to XRB leadership
- Help identify long-term issues, risks, and opportunities affecting sustainability reporting

Support engagement and collaboration

- Engage with domestic and international stakeholders through consultations, workshops, webinars, and joint initiatives
- Support the XRB's participation in international standard-setting and collaboration activities
- Ensure stakeholder perspectives are considered in the development of standards and guidance

Support governance and organisational processes

- Prepare and contribute to Sustainability Reporting Board and XRB Board papers
- Provide technical and secretariat support to the Sustainability Reporting Board and other governance or advisory groups as required
- Provide advice on matters within the remit of sustainability reporting across the organisation

Contribute more broadly to the team

- Work collaboratively across the XRB to deliver priority work
- Undertake additional duties as required to support the Sustainability Reporting team and organisational objectives

The experience you bring:

- Significant experience in climate and/or sustainability reporting (required)
- Experience in a regulatory, preparer, advisory, legal or policy environment
- Experience in one or more of the following areas:
 - Sustainability and climate reporting
 - Performance, impact or outcome measurement and reporting
 - Financial and non-financial data creation and reporting
 - Climate change, biodiversity/nature, human capital, sustainable finance, or public sector accountability

The attributes you possess:

- Strong analytical capability and ability to work with complex information
- Demonstrated initiative, creativity, and openness to new areas of analysis
- Excellent written, verbal, and interpersonal communication skills, with the ability to explain complex concepts clearly
- Ability to use technology to analyse and process large volumes of information accurately
- Strong stakeholder engagement and relationship management skills
- Ability to work collaboratively and flexibly while managing competing priorities and deadlines
- Well-developed technical and strategic thinking, including the ability to provide thought leadership
- Results-oriented, with a commitment to high performance and quality outcomes
- Commitment to public sector values, including integrity, transparency, and value for money
- Willingness to undertake domestic and, where required, international travel