

POSITION DESCRIPTION

Executive Manager, Programs

Reports to:	CEO
Direct reports:	4 (Executive, Policy & Standards, Manager, Certification and Ratings, Manager, Research Programs, Program Manager), + 3 indirect reports
Position Status:	Full time, permanent
Location	CBD, Melbourne or CBD, Sydney

Position Purpose

The Executive Manager, Programs oversees, manages and leads Responsible Investment Association of Australasia's (RIAA) programs portfolio, including our certification program, our research program, our member working groups, and our responsible investment standards, policy and advocacy program. This includes setting the strategy for RIAA's programs, and managing a highly skilled team of program managers to effectively deliver on that strategy and oversee the successful implementation of these programs, to ensure that RIAA achieves its strategic objectives.

The Executive Manager, Programs works closely with the CEO and the RIAA leadership team to implement the RIAA strategy and lead the organisation.

The Organisation:

The Responsible Investment Association Australasia (RIAA) champions responsible investing and a sustainable financial system in Australia and New Zealand. RIAA is dedicated to ensuring capital is aligned with achieving a healthy society, environment and economy.

With over 350 members managing more than \$9 trillion in assets globally, RIAA is the largest and most active network of people and organisations engaged in responsible, ethical and impact investing across Australia and New Zealand. Our membership includes super funds, fund managers, banks, consultants, researchers, brokers, impact investors, property managers, trusts, foundations, faith-based groups, financial advisers and individuals.

We are a not for profit organisation with a small collegiate team working from Sydney and Melbourne. We work collaboratively, respecting one another and valuing flexible working conditions. We work hard, are self-driven, take responsibility, and are professional. We are passionate about and enjoy what we do, and we strive to make an impact.

Responsibilities:

The Executive Manager, Programs leads RIAA's programs portfolio, including the certification program, research program, working groups, responsible investment standards and policy, and advocacy.

Key responsibilities

- Lead a cross-functional team to deliver RIAA's agreed programs of work to a high quality and impactful standard, as per set deadlines across Australia and New Zealand that provides strong value for RIAA's members

- Oversee the development of responsible investment standards, ensuring that this knowledge is embedded across the organisation's programs (including certification, research, policy and advocacy) as well as influencing external stakeholder groups (including regulators) whilst ensuring their review and amendment to continuously drive best practice
- Oversee the delivery of the certification program, including ensuring a continuous improvement approach that positions the program to best meet consumers' and advisers' needs, that sees the program positioned as the gold standard for responsible investment in a manner consistent with delivering RIAA's mission
- Oversee and set the direction and schedule of RIAA's research program (including contract management)
- Oversee the delivery of a strong policy and advocacy program and ensuring consistency of RIAA's positions across all program areas
- Oversee RIAA's external advocacy, especially on standards and policy positions
- Oversee RIAA's working groups, to ensure that they are operating effectively and meeting RIAA's strategic objectives, and are engaging and valuable for members
- Represent RIAA on external forums and committees
- Drive an innovation and continuous improvement framework across research, policy and certification programs ensure that RIAA remains a leader in championing responsible investment
- Lead the prioritisation and successful management of multiple strategic projects autonomously
- Provide project governance across a large and complex portfolio of work
- Ensuring and overseeing financial viability of core program areas including research and certification
- Contribute at a strategic level to RIAA, including deputising for the CEO where required and participating in organisation-wide planning and projects, including annual work planning and budgeting processes, and board level engagement as required
- Other responsibilities, as directed by the CEO

Selection criteria

- Significant knowledge and experience in the responsible investment and sustainable finance industry, especially in overseeing the setting and application of responsible investment standards.
- Strong leadership skills, with experience in developing and leading multi-functional, high performing and engaged teams
- Strong strategic and commercial acumen
- Highly skilled at stakeholder engagement and advocacy, including influence and negotiation, including in a membership body context
- Experience in leading the delivery of large programs, including the continuous improvement of the programs
- Experience in setting up and managing contracts with consultants to reach desired outcomes
- Experience with steering strategy, driving change and management of projects and processes across an organisation
- Excellent communication skills, both written and verbal and an innate desire to continuously learn and grow