

POSITION DESCRIPTION

Program Officer

Reports to:	Program Manager
Direct reports:	Nil
Position Status:	0.6 FTE, fixed term (6 months)
Location	CBD, Melbourne (currently operating remotely under COVID-19 restrictions)

Position Purpose

The Program Officer is responsible for providing the secretariat for RIAA's working groups, and coordination for key RIAA functions. This includes scheduling working group meetings, preparation of meeting papers, coordination and monitoring of work programs and other support across the organisation. The Program Officer will also support the Program Manager in strategic projects and initiatives across key RIAA priorities

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.

RIAA convenes many working groups and committees for members to drive impactful work in areas of key interest and relevance to responsible investment and sustainable finance. These groups currently include, among others:

- Human Rights Working Group
- First Nation's People working group
- Impact Investment Forum
- Impact Management and Measurement Community of Practice
- ESG Research Australia
- NZ Conference organising committee

Responsibilities:

The Program Officer is responsible for providing the secretariat for RIAA's working groups, and coordination for key RIAA functions.

Working groups

- Supporting the proper functioning of working group meetings, with the working group chairs and other RIAA executive.
- Coordinating working group calendars and meeting schedules.
- Assisting in the preparation and monitoring of the working group annual work plan
- Assisting in the preparation of working group meeting papers, including agenda, minutes and supporting papers.
- Assisting in the preparation of annual review documentation
- Monitoring matters arising and actions and ensuring committees operate within their terms of reference.
- Being a key contact for group members.
- Assisting with the coordination of publication of report outputs from working groups
- Supporting thematic projects of the working groups through various tasks, as guided by the Program Manager, including coordination, preparation of documents and desktop research.

Other areas of RIAA

- Ad hoc research, standards and other project tasks, such as informing RIAA conference programs with insights from working group, and developing content for RIAA publications and communications based on the working group outputs,
- Providing high level executive support to the CEO, including meeting organisation, preparation and support, travel coordination and managing phone and email enquiries.
- Other duties as directed by the Program Manager.

Selection criteria

- Demonstrated working experience providing high level secretariat function
- Excellent organization skills, including project planning
- Highly developed professional written and verbal communication skills
- Strong confidence and ability to gently, effectively and professionally elicit responses, manage calendars, and drive agendas in groups of busy people
- Strong attention to detail
- The ability to multi task effectively, prioritise competing deadlines and meet set deadlines
- A proactive and flexible, “can do” attitude
- Experience in the investment and/or sustainable development sector would be highly regarded