



## Policy Analyst

Asia Investor Group on Climate Change

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**Location:** Tokyo or Seoul preferable  
**Employment:** 12-month, full-time contract  
**Start date:** Immediate start  
**Remuneration:** Subject to negotiation depending on experience  
**Applications:** Send expression of interest and resume to [info@aigcc.net](mailto:info@aigcc.net)

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### Organisation

The Asia Investor Group on Climate Change (AIGCC) is an initiative to create awareness among Asia's asset owners and financial institutions about the risks and opportunities associated with climate change and low carbon investing. AIGCC provides capacity for investors to share best practice and to collaborate on investment activity, credit analysis, risk management, engagement and policy.

With a strong international profile and significant network, including pension, sovereign wealth funds, insurance companies and fund managers, AIGCC represents the Asian investor perspective in the evolving global discussions on climate change and the transition to a greener and low carbon economy.

We collaborate with similar investor organisations on climate change in Australia/New Zealand (the Investor Group on Climate Change), Europe (the Institutional Investors Group on Climate Change) and North America (Ceres) and internationally (PRI, UNEP Financial Initiative) through the [Investor Agenda](#).

### Role description & responsibilities

This role will be responsible for supporting and implementing the AIGCC regional and international policy agenda. It will also involve member and stakeholder engagement and management, including with financial regulators, policymakers, and other key stakeholders.

This is a full-time contract position for 12 months with the option of extending, based ideally in Tokyo or Seoul, but with an option of other Asian cities for the right candidate. The role reports to the AIGCC, Policy and Projects Manager who is based in Tokyo.

Specific duties include, but are not limited to:

- Coordinate and support the Manager, Policy in organisation and implementation of AIGCC's Policy work regionally.
- Coordinate and manage priority AIGCC policy projects. Activities include:
  - Oversee the delivery of AIGCC projects and activities, including tracking of activities, deliverables, progress and outcomes, and implement appropriate systems for documenting activities.
  - Support delivery of relevant communications materials and events (e.g. policy submissions, presentations, media briefings, workshops, working group meetings)
  - Coordinate work with consultants to support project delivery where required
  - Initiate and facilitate engagement with key stakeholders as relevant around project development and launch e.g. other AIGCC working groups, investors, regional regulators, industry bodies, NGOs, media, etc.
- Coordinate with and support the Manager, Policy in their role as Lead, Japan of the [The Investor Agenda](#) Policy Working Group. This includes delivery of international projects as required.
- Coordinate and support the Manager, Policy in the delivery of AIGCC policy engagement activities in Asia.
- Conduct background research to inform the development of AIGCC issues research, policy papers, submissions and briefing notes to members. Oversee and write policy submissions in consultation with the AIGCC Executive and members.
- Develop content for AIGCC policy communications including, for example, the AIGCC member newsletter, monthly member meetings, member case studies, report publications and related member communications material, as required.
- Promote AIGCC's advocacy goals through multiple communication channels, including representing AIGCC in forums and public events, as required.

### **Skills and qualifications**

- At least three years' experience in policy development in investment, finance, or corporate management, ideally with a focus on climate or environmental matters.
- Clear understanding of regional government policy making and decision-making processes in multiple Asian countries
- Business-level Japanese or Korean language skills highly regarded
- Experience in supporting and coordinating the delivery of outcomes from international collaborations across multiple time zones, markets and cultures.
- Experience designing and managing engagement/investor campaigns or other significant and complex projects characterised by changing dynamics and myriad relationships.
- Experience managing and strengthening relationships and coordinating with multiple partners and coalitions, and/or consultants.

- Ability to evaluate workload and prioritise projects in a fast-paced, demanding environment.
- Strong organisational, project management, writing, verbal communication and interpersonal skills.
- Able to direct and manage multiple projects at the same time.
- Able to work well independently and as a team member.
- Comfortable working with different personalities and people.
- Desire to work in a mission-driven and non-profit environment.

### **Work arrangements and salary**

This is a 12-month contract with the option of extension. The salary would be negotiated (full time equivalent, ex pension/health) subject to experience. This role is ideally based in either Tokyo or Seoul. We are looking for a candidate that can start as soon as possible.

Working in an industry association is about working in a small environment where people's opinions are valued and listened to. We encourage open communication and transparency and promote a dynamic work environment.

### **How to apply**

AIGCC currently operates as a project of the Investor Group on Climate Change (Australia/New Zealand) based in Sydney, Australia. We encourage all applicants to review the AIGCC and IGCC websites to familiarise themselves with the organisations before applying. To apply for this position, please submit a cover letter and resume to [info@aigcc.net](mailto:info@aigcc.net). In your cover letter please include the location where you would prefer to be/are based.

*AIGCC is an Equal Opportunity Employer and will not discriminate against any individual based on race, colour, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.*

