

Senior Manager, Policy

Asia Investor Group on Climate Change

Location:	Asia (flexible location, working remotely)
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

Organisation

The Asia Investor Group on Climate Change (AIGCC) is an initiative to create awareness and encourage action among Asia's asset owners and financial institutions about the risks and opportunities associated with climate change and net zero emissions 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 net zero emissions economy.

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

Role description & responsibilities

This role will be responsible for leading 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 across Asia and internationally. It is a management-level role with supervisory responsibilities.

This is a full-time contract position for 12 months with a strong likelihood of extension. The candidate must be based in a major Asian city with a preference for Singapore, Hong Kong, Seoul or Tokyo. The role reports to the Chief Executive Officer of AIGCC, who is based in Sydney.

Specific duties include, but are not limited to:

- € Coordinate and lead policy-related activities and programs for the organisation in collaboration with international, regional and national level stakeholders.
- € Coordinate and manage priority AIGCC policy projects. Activities include:

- ⌘ Oversee the delivery of AIGCC policy activities under The Investor Agenda, including representing AIGCC in the global Policy Working Group and country-level policy groups as appropriate, tracking of activities, deliverables, progress and outcomes, and implement appropriate systems for documenting activities.
- ⌘ Lead the drafting of policy materials (e.g. submissions, research, presentations, briefings) and coordinate and execute stakeholder events (e.g. briefings, workshops, seminars)
- ⌘ Co-lead the Engagement and Policy Working Group of AIGCC with the Investor Initiatives Manager, manage relationships with key members active in policy-related activities and maintain working group agendas, facilitate meetings and consultations as required.
- ⌘ Develop and initiate strategic policy interventions to achieve AIGCC's policy objectives in key markets including mobilising investors to engage with regional regulators, industry bodies, NGOs, international coalitions as appropriate.
- ⌘ Coordinate work with consultants to support project delivery where required.
- ⌘ Work with other team members and contribute from a policy perspective on various projects including Climate Action 100+ and AIGCC's Asian Utilities Engagement Program
- ⌘ Oversee and support the Policy Manager based in Seoul as well as future policy staff in other key markets (e.g. Japan, China) in the policy monitoring and delivery of international projects and AIGCC policy engagement activities.
- ⌘ Conduct background research to inform the development of AIGCC research, policy papers, submissions and briefing notes to members. Oversee and write policy submissions in consultation with the AIGCC Executive and members.
- ⌘ Engage directly with regional and international regulators and policymakers to advance AIGCC's policy agenda.
- ⌘ Act as spokesperson for AIGCC in the media on policy issues.
- ⌘ Develop content for AIGCC policy communications including 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.
- ⌘ Monitor international policy developments on climate, energy, sustainable finance regulation and standards in key markets as relevant to inform AIGCC's strategic direction and corporate engagement activities.
- ⌘ Act as AIGCC's representative in the local market where the role is based.

Skills and qualifications

- ⌘ At least five years' experience in policy development in investment, finance, corporate sustainability or energy, ideally with a focus on climate change.
- ⌘ Clear understanding of government policymaking and decision-making processes in multiple Asian countries.
- ⌘ Fluent spoken and written English a must. Business-level language skills in other major Asian languages regarded as a positive.

- € Experience in managing and coordinating the delivery of outcomes from international collaborations across multiple time zones, markets and cultures.
- € Experience in designing and managing engagement and other investor campaigns or other significant and complex projects characterised by changing dynamics and a 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.
- € Ability to quickly understand technical policy detail and provide analysis to a wide variety of stakeholders.
- € Strong organisational, project management, writing, verbal communication and interpersonal and skills.
- € Able to direct and manage multiple projects at the same time, with strong skills managing people with different personalities and backgrounds.
- € Able to work well independently and as a team member.
- € Desire to work in a mission-driven and non-profit environment.

How to apply

AIGCC currently operates under the oversight of the Investor Group on Climate Change (Australia/New Zealand). 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. In your cover letter please include the location where you would prefer to be 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.