

## Position Description: Senior Adviser

### About us

The Global Compact Network Australia (GCNA) is the Australian network of the United Nations Global Compact; the world's largest corporate sustainability initiative, and one of Australia's leading initiatives in the space. We are a business-led but multi-stakeholder membership organisation, working to support our members to implement the principles of the UN Global Compact and promote corporate sustainability in Australia.

The United Nations Global Compact is the UN's voluntary corporate sustainability initiative in the areas of human rights, labour, the environment, and anti-corruption. It revolves around ten universal principles drawn from four key international instruments in these areas, and facilitating cooperation and collective action in support of UN goals, and the UN Sustainable Development Goals (SDGs).

### About the role

With a broad skillset and passion for corporate sustainability, the successful applicant will work closely with the Executive Director, members of the GCNA Board and member organisations to lead the development and delivery of the GCNA's program of activities and assist with growing GCNA's members and programmatic content. The successful applicant will also support the Executive Director in the delivery of the GCNA's strategy.

Key responsibilities will include, but are not limited to:

- Working with the Executive Director, GCNA Board and member organisations to lead the development and delivery of GCNA's programmatic activities consistent with the GCNA's strategy. This includes managing activities such as roundtables, seminars, webinars, training workshops and conferences, in addition to making presentations on assigned topics/activities.
- Coordinating and providing expert support and guidance to the GCNA's steering committees and advisory groups, and to the GCNA members in relation to sustainability issues and reporting.
- Assisting the Executive Director in policy engagement and thought leadership that aligns to the implementation of GCNA's strategy. This includes reviewing and analysing public policy trends (in Australia and key global markets) so as to better understand enabling policy options for private sector engagement in sustainable development and corporate sustainability, and enhancing our members' knowledge through, for example, blogs and thought leadership articles.
- Identifying and developing strategies to increase GCNA member participation and retention, including identifying new revenue generation opportunities. This includes engaging with current and future members, preparing and delivering surveys and assisting the Executive Director with developing strategic partnerships.
- Working with the Executive Director to deliver on grants and other funding that increases the profile and expertise of the GCNA.
- Directing substantive support to meetings, events and conferences as needed including developing concept notes, identifying participants, preparing documents and presentations, briefing speakers and preparing summary/outcome documents.
- Serves as an effective spokesperson on the GCNA both within Australia and as a member of the Global Compact's international community.
- Represent the GCNA on webinars and events as requested.
- Performs other duties as required by the Executive Director.

### Key selection criteria

This position is part of a small "can do" team and requires a positive, high-energy, well-organised self-starter, who can confidently and professionally engage and communicate with a variety of stakeholders at all levels. The successful applicant will have the ability to manage competing deadlines, prioritise workloads, and be highly organised and efficient.



- 5+ years' experience in a sustainability related role
- Demonstrable expertise in sustainability issues, including demonstrating professional competence and mastery of subject matter.
- Effective stakeholder engagement skills, including experience with interacting senior management and external stakeholders
- Strong program or project management experience.
- Efficient planning and organising skills with strength in developing and delivering on goals that are consistent with agreed strategies, prioritising activities and allocating appropriate time and resources to complete work.
- Outstanding written English language skills and attention to detail, including demonstrating openness in sharing information, keeping people informed and the ability to tailor language, tone and content to various audiences.
- Willingness to travel (predominately interstate) when required.
- Advanced university degree (Masters or equivalent) in business administration, social science, environment, human rights, law, or equivalent (preferred)
- Event management experience (optional)

## Reporting, Location and Eligibility

To be eligible you must be an Australian citizen or resident, or have current work rights for Australia.

The role is **located in Melbourne** and reports to the Executive Director, Global Compact Network Australia.

The GCNA supports diversity, inclusion and flexible working arrangements.

## Application Process

Please apply by way of cover letter and CV to [secretariat@unglobalcompact.org.au](mailto:secretariat@unglobalcompact.org.au) by **COB Friday, 14 September 2018**.