

Role Description

ESG Associate

Role Description Fields	Details
Cluster	Treasury
Department/Agency	State Super
Division/Branch/Unit	Investments
Classification/Grade/Band	Manager
ANZSCO Code	222312
PCAT Code	1119192
Date of Approval	10 September 2022
Agency Website	https://www.statesuper.nsw.gov.au/

Overview

SAS Trustee Corporation, otherwise known as State Super, operates to invest, support and administer defined benefit superannuation schemes on behalf of the NSW Government and associated employers. State Super was established under the Superannuation Administration Act in 1996, and is the Trustee of the following defined benefit schemes:

- State Authorities Superannuation Scheme
- State Superannuation Scheme
- Police Superannuation Scheme
- State Authorities Non-contributory Superannuation Scheme

The State Super Pooled fund, which comprises the assets of all four schemes, had net assets of approximately \$38 billion and over 91,000 members (as at 30 June 2022). All schemes are now closed to new members.

Primary purpose of the role

The ESG Associate contributes to the implementation of State Super's Responsible Investment Policy and is responsible for its effective integration into investment decision making and management processes.

Key accountabilities

- Provide insights on emerging trends applicable to investment managers and ESG/RI integration through comprehensive data analysis
- Research, analyse and draft discussion papers and reports, on complex matters relating to company, sector, and thematic issues on responsible investment and ESG
- Identify, and manage risks associated with ESG and stewardship activities
- Collaborate with and monitor third-party investment managers to improve quality and relevance of ESG related investments to ensure quality outcomes for State Super
- Manage compliance with and support for State Super's Net-zero commitment
- Develop strong engagement and buy-in internally and externally with members, investment managers and across government
- Ensure compliance with State Super's standards, policies and procedures

Key challenges

- Tailoring support requirements through the evolution of the Responsible Investment Policy and frameworks to ensure alignment with State Super's requirements
- Driving effective implementation of the Responsible Investment approach across the investment processes
- Identifying differentiated sources of data and insights to support analysis and decision making
- Working through ambiguity and producing results whilst working across both group and independent settings

Key relationships

Who	Why
Internal	
Senior Manager, Responsible Investments	<ul style="list-style-type: none"> • Receive direction and performance management • Provide specialist advice to inform key recommendations
State Super Executive Team and Committees	<ul style="list-style-type: none"> • Contribute to reports on State Super's Responsible Investment practices and portfolio performance • Provision of updates and information
Investments and Member Engagement Teams	<ul style="list-style-type: none"> • Build dialogue and collaboration on Responsible Investment issues • Contribute to the organisation's Responsible Investment communication strategy for members
Legal and Compliance Teams	<ul style="list-style-type: none"> • Legal consult on related matters
Investment Control Team	<ul style="list-style-type: none"> • Work on operational matters such as selection and appointment of new managers, ongoing reporting and monitoring, and proxy voting
External	
Master Investment Manager	<ul style="list-style-type: none"> • Co-ordinate fund-wide data management, reporting, communications, activities and priorities • Collaborate on Responsible Investment related activities
Asset Consultant and Specialist Advisers	<ul style="list-style-type: none"> • Work with to develop Responsible Investment frameworks and integrate these into managers' investment processes as needed
Investment Managers	<ul style="list-style-type: none"> • Continue to apply our selection and monitoring criteria to ensure effective implementation of State Super's Responsible Investment framework • Monitor performance with regard to Responsible Investment matters • Assess and manage Responsible Investment and ESG related risks
Industry Bodies and other relevant agencies	<ul style="list-style-type: none"> • Work to develop knowledge and understanding of industry and regulatory framework, and provide State Super's input into the collective thinking and actions

Role dimensions

Decision making

Decisions made by incumbent

- Work prioritisation
- Improving existing processes inline with the Responsible Investment Policy

Decisions referred by the incumbent to direct manager

- Overarching decisions that impact or change the requirements within the Responsible Investment Policy
- Approval for operational projects and budgets

Reporting line

The position reports to the Senior Manager, Responsible Investments

Direct reports

nil

Budget/Expenditure

nil

Key knowledge and experience

- 4-6 years' experience in a similar or related capacity within the investments, superannuation or consulting sector
- Sound knowledge of Australian and International investment markets and the application of Responsible Investment to investment strategies and processes
- Familiarity with and active participation in major ESG industry collaborations and associations.

Essential requirements

- Tertiary qualification in finance, business, law, environmental science or other relevant field
- Applicants seeking employment with State Super must be permanent residents or Australian citizens, and will be required to undergo a criminal records check

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into focus capabilities and complementary capabilities




Focus capabilities

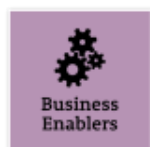
Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible, show initiative and respond quickly when situations change• Give frank and honest feedback and advice• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately• Raise and work through challenging issues and seek alternatives• Remain composed and calm under pressure and in challenging situations	Adept

 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Take the initiative and act in a decisive way • Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	Advanced
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept



Technology










Understand and use available technologies to maximise efficiencies and effectiveness

- Champion the use of innovative technologies in the workplace
- Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies
- Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes
- Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes
- Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies

Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

Adept



Project Management

Understand and apply effective planning, coordination and control methods

Adept