

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Environment, Social & Governance Lead	Position Type:	Fulltime
Department:	Operations & Corporate	Salary scale:	Band 7
Location:	FCCC Central Office	Region	Suva
Directly Reporting To:	1. Executive Management 2. Board	# of Reports:	NA

Organization Summary

The Fijian Competition and Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the Fijian Competition and Consumer Commission Act 2010 (FCCC Act 2010) that promotes effective competition and informed markets, encourages fair trading, and protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose & Nature of the Role

The Environment, Social & Governance Lead will provide a range of high-level executive, secretariat, and project support services to Executive Management including providing strategic advice, managing communications, and implementing strategies to support the achievement of the organization's strategic and operational objectives. The Environment, Social & Governance Lead will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The incumbent will also drive the development & implementation of environmental, social & governance (ESG) strategies for FCCC that are directly tied to the business strategies and goals. In addition, the incumbent is responsible for the duties of the Board Secretary documenting meetings, deliberations, and discussions which include shall recording resolutions of the Board.

Key Result Areas (KRAs)

- Coordinate the implementation of ESG initiatives across all of FCCC's offices in respective divisions.
- Minutes and Information with Members Board
- Regulating Disclosure register for the board
- Notifying Board members of the meeting dates
- Determine appropriate action for inquiries and correspondence for the Executive including liaising with clients
- Undertake high-quality documentation preparation and formatting
- Provide timely updates of all operational projects to Executive Management
- Research and record information for the CEO

- Draft basic correspondence for the CEO as directed/required
- Coordinate the CEO's travel and accommodation bookings (including insurance where required)
- Coordinate the timely preparation, printing, distribution, and filing of meeting papers having regard to sensitive and/or confidential matters and related security requirements whilst ensuring a high-quality and professional presentation
- Ensure the clients and the community receive prompt, courteous, confidential, and accurate information, and service to their inquiries (verbally, written, or electronically)

Key Accountabilities

These are some of the duties and functions that the Environment, Social & Governance Lead are expected to handle, but not limited to the following:

- Prepare, manage, and review the provision of high-level communications and correspondence including briefings, reports, submissions, and notes to ensure the comprehensiveness, accuracy, and timeliness of written information.
- Develop & implement an Environmental Social & Governance Lead strategy that is directly tied to the business strategies and goals.
- Monitor the effectiveness of the implementation of the appropriate ESG (Policies, Process, Procedures, and Guides)
- Review corporate and operational activities and ensure compliance with ESG Procedures.
- Manage stakeholder relationships, internal collateral, and pieces of training on sustainability and ESG topics
- Oversee and plan the daily tasks for the Executive Assistant and the driver/ messenger.
- Act as the Executive point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines
- Identify funding agreements with prospective donors for project proposals.
- Monitor and evaluate the progress of projects and update Executive Management.
- Assist the research officer in implementing market research and consumer behaviors.
- Maintain FCCC policy and procedure database and work with departments to ensure timely reviews and creation of non-existent policies.
- Plan and organize conferences, forums, events, and staff engagement activities for Executive Management that align with the organization's objectives

- Implement, monitor, and report on strategic, operational and project plans to inform decision-making and support the achievement of Organisational objectives
- Research and prepare strategic advice, information, and reports on diverse and complex policy, planning, and operational matters to facilitate informed decision-making and planning
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organization.
- Provide support for calendar management for the Executive. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Complete a broad variety of administrative tasks that facilitate the Executive's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements (including the Board); and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive, including those of a highly confidential or critical nature. Prioritize and determine the appropriate course of action, referral, or response, exercising judgment to reflect the Executive's style and organization policy.
- Work closely with the Executive to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Provide "gatekeeper" and "gateway" roles, providing a bridge for smooth communication between the Executive and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team.
- Ensure that all minutes and reports submitted to the Board have been cleared by Executive Management and that it is in the standard format.
- Assist in the design and content of the annual report, particularly in the areas of corporate governance and compliance
- Informing members of the board on any changes in legislation or law, as necessary and
- helpful for the board's ability to exercise their duties.
- Ensure that the Board members are following the approved standing committee charters and with procedures relevant to the full board.

- Ensure that Board members are provided draft minutes for their perusal before it is signed.
- Ensure all Occupational Health & Safety procedures are followed according to the Health and Safety at Work Act 1996 while carrying out hazardous work outside or within the Office Premises.
- Ensure all the hazards concerning the area of work are highlighted prior to the Department Manager.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- Any other duties that may be assigned by the Supervisor within the scope of the Environment, Social & Governance Lead role.

Key Performance Indicators (KPI's)

Refer to KPI for the Financial Year

Qualification

A tertiary qualification or Master's in business administration.

Knowledge and Experience

- Minimum of 3 - 5 years of relevant work experience or work experience in ESG or Board secretary
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills
- Proficiency in collaboration and delegation of duties
- Possess excellent MS Office knowledge
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor
- Outstanding organizational planning, and time management and communications skills

Skills and Abilities

- Integrity, loyalty, and discrete personality
- Exhibit excellent communication skills, both written and verbal in English
- Proficient computer skills computer literacy including at least intermediate level of skill in MS Word, Excel and PowerPoint
- Proficient in Minute-taking
- Excellent self-management skills (both organization and time-management)

- Ability to work well within a team
- Exceptional information-gathering and monitoring skills
- Excellent interpersonal skills
- Stress management skills
- Ability to maintain a high level of accuracy and confidentiality concerning classified documents, financials and handling staff file
- Impeccable attention to detail.
- Collaborative, team player with strong analytical and organizational skills.

Risk and Compliance

- Timely submission of reports and meeting minutes
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996 and FCCC Act 2010
- Work in compliance with company policies and procedures, and relevant employment laws.

Key Challenges / Success Factors

- Anticipating and addressing executive requests and providing accurate and correct information on a timely basis to avoid any delays in executive meetings.
- Maintaining full confidentiality at all times
- Thoroughly understand the employer's work and act as a liaison between the executive and the rest of the clerical staff.
- Ability to stand his/her ground when seeking information.
- Good communication and analytical skills.
- Ability to write clear, concise, robust, and balanced research reports.
- Ability to diplomatically handle sensitive situations with stakeholders and cultivate productive relationships.

Internal / External Relationships

Internal

- CEO, GMs, and all managers
- All staffs

External

- Relevant stakeholders & Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

Not Applicable

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or General Manager and will be discussed with you.