

## **IFRS Foundation**

### **Job description – ISSB Technical Staff**

Based: Frankfurt, Germany  
Montreal, Canada

Job Purpose: To support the International Sustainability Standards Board (ISSB)'s work to develop IFRS Sustainability Disclosure Standards, through the delivery of technical projects including: conducting research and analysis on sustainability-related financial reporting issues, engaging with stakeholders, developing recommendations and drafting due process documents.

#### **Principal accountabilities:**

- Develop technical proposals for consideration by the ISSB and its advisory committees, and facilitate their decision-making on issues identified by:
  - Undertaking research on cross-industry and industry-based sustainability-related issues to support proposals.
  - Initiating and leading discussions with ISSB / committee members.
  - Drafting proposals for consideration and presenting them to ISSB / committee members.
  - Drafting due process documents (research papers, discussion papers, requests for information, exposure drafts, ballot drafts and standards).
- Prepare a range of documents for internal and external use, including exposure drafts, Standards, and explanatory material.
- Act as a credible and authoritative representative of the ISSB by engaging with a wide range of external stakeholders from industry and the sustainability, investment, regulatory and standard-setting communities, in order to ascertain their views and to share information.
- Work with IASB Technical Staff when relevant to ensure connectivity and compatibility between the work of the IASB and the ISSB in developing IFRS Accounting Standards and IFRS Sustainability Disclosure Standards.
- Provide general project support to senior staff and members of the ISSB.
- Manage committees and working groups.
- Manage technical project administrative matters.
- Contribute to the development of other staff.

#### **Competencies**

##### **1. Technical knowledge and thinking abilities:**

- Demonstrates knowledge of sustainability reporting standards (eg the CDSB Framework, GRI, IIRC Framework, SASB Standards, TCFD, etc), regulatory sustainability standards (eg the European sustainability reporting standards, UK Sustainability Disclosure Requirements, US SEC climate-related disclosures, etc) and financial reporting standards (eg IFRS Accounting Standards and other GAAP).
- Demonstrates practical knowledge of capital markets and the links between sustainability-related risks and opportunities and enterprise value.
- Shows rigour, consistency and attention to detail in work.
- Identifies, understands and analyses issues.
- Proposes well-reasoned recommendations and draws out implications, including cost/benefit analysis.
- Displays impartiality, balance and openness in developing, defending and accepting alternative views.
- Develops feasible solutions.

- Understands the standard-setting process, including the roles of various parties.

## **2. Managing self and relationships:**

- Is enthusiastic, proactive, and motivated, working effectively under pressure, and remains positive even when faced with setbacks.
- Self-aware. Seeks and learns from feedback. Seeks to grow and continuously improve.
- Flexible and open to change.
- Demonstrates the Foundation's values.
- Shows professionalism, respect and empathy, relating well to others by showing courtesy.
- Demonstrates awareness of cultural and behavioural differences.
- Focused on team's contributions over individual contributions.
- Understand the roles and limitations of collective group responsibility.
- Constructively addresses disagreements and conflicts in a timely manner.
- Encourages and supports colleagues.
- Shares knowledge and information.

## **3. Planning and delivering work:**

- Delegates work effectively and appropriately.
- Organises and manages own time and work across competing priorities.
- Respects others' time (eg, providing adequate time for review, considering which issues to escalate to whom).
- Thinks ahead to identify what is needed to progress the work.
- Sets and adheres to realistic timelines within span of control.
- Takes ownership and responsibility for the quality of the work output, regularly communicating progress and escalating issues appropriately.
- Promptly communicates reasons for changes to plans, as necessary.
- Strives for continuous improvement, within resources, priorities and deadlines.

## **4. Effective communications:**

- Communicates in a concise, clear and well-structured way, appropriately tailored to the audience.
- Presents issues, evidence, analysis and recommendations in a neutral manner. Persuades based on evidence and balanced analysis.
- Drafts and reviews Board papers and due process documents with robust analyses of alternative views, defensible support of recommendation and clear, simple, logical and consistent articulation.
- Uses innovative design to enhance clarity and visual appeal to best convey the big picture.
- Presents effectively to internal and external audiences and manages questions and comments competently.
- Listens actively.
- Understands others' viewpoints and summarises accurately and completely.