

POSITION DESCRIPTION

POSITION TITLE	Associate Director	LOCATION	Brisbane
FUNCTION	Investments	REPORTS TO	Director - Investment
PURPOSE AND SCOPE			
<p>The CEFC is seeking an Associate Director in the Investments team to manage stakeholder engagement with a broad range of counterparties, support the development of origination activities, and manage / deliver the execution phase of transactions (including internal credit processes and external client and legal matters) for a broad range of sectors which are an investment focus for the CEFC. The sectors are:</p> <ul style="list-style-type: none">• Reef Funding Program (supporting the Federal Government’s Reef 2050 plan);• Manufacturing sector;• Agriculture sector;• Universities; and• Local Government; <p>The role is broad ranging in terms of sector focus and requires a flexible attitude to manage the variety of work activities involved in the role. A strong investment / transactional background with demonstrable commercial acumen is considered essential. Investment writing for credit assessment and excellent interpersonal skills is also required.</p> <p>An understanding of the clean energy technologies/solutions that may be applicable to the focus sectors and issues affecting the Great Barrier Reef health are highly desirable.</p>			
KEY RELATIONSHIPS			
INTERNAL	Executive Team, Investments Team, Credit, Legal, Finance		
EXTERNAL	Government (Federal, State, Local), Industry Associations, Investment Firms (eg: impact investors, advisors), Companies/Businesses (direct investment)		
DUTIES AND RESPONSIBILITIES			
<p>Sector Analysis and Early Stage Origination</p> <ul style="list-style-type: none">• Attend briefings on sector analysis / potential projects / early stage concepts and be able to define the challenges or considerations for an investment and if/how CEFC could play a role.• Able to meet with stakeholders / potential proponents independently and assess their viability/credentials and determine CEFC eligibility and investment proposition. Provide advice on next steps based on those meetings and initial assessment.• Undertake sector analysis to inform CEFC strategy and deepen sector knowledge. <p>Transaction Execution</p> <ul style="list-style-type: none">• Liaise with project parties to ensure a coordinated flow of information. This will require coordinating and managing multiple workstreams and people to achieve milestones by agreed timeframes.			

- Managing the CEFC internal processes to produce investment approval papers, keep team members up to date as appropriate and manage feedback from credit/investment committee/Board etc.
- A high level of attention to detail to ensure the transaction continues to meet CEFC's requirements, demonstrating a high level of understanding of commercial/legal/financial issues and potential risks.
- Oversee transaction workstreams and resourcing allocated to the transaction to ensure transaction deliverables are met.
- Attend and present at Investment Committees and Board Meetings.

Other

- Travel required – average of one trip per month, possibly for a few days at a time.
- Knowledge sharing – ability to report and disseminate information to support CEFC's objectives

KEY SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

Investment Analysis Skills

- Credit and risk analysis – strong risk assessment skills with the ability to assess credit risk and consider mitigations for risks
- Persuasive presentation skills – the ability to present to a range of audiences to achieve outcomes, in both informal (meetings) and formal (investment committees) settings.
- Investment paper writing – highly proficient investment analysis writing, critical / risk analysis, succinct presentation, simple explanation of complex items
- Financing Options – understand wide range of financing options. Primarily debt (corporate), however knowledge of equity/convertible notes and “hybrid” structured arrangements would be beneficial.
- Commercial acumen – understand the overall picture for the investment and the key drivers for decisions, and the associated risks or opportunities
- Analysis – undertake research / analysis into the focus sectors to deepen CEFC knowledge of particular areas and consider possible solutions or implications for CEFC's strategy in these sectors.
- Sound knowledge of clean energy technologies/solutions to determine if a potential transaction is eligible or what clean energy goal CEFC would seek

Personal Skills

- Strategic thinking – able to consider the broad parameters and determine how to translate that into origination ideas and/or actions
- The ability to work independently within a broad team investment – the role interacts across multiple CEFC teams and the ability to integrate with various teams will be required.
- Able to represent CEFC independently at meetings. Ability to exercise sound judgment and act with integrity based on commercial experience. Demonstrate CEFC values in approach to work.
- Strong presentation skills to interact confidently with Executive/Board for investment decisions

Experience and Qualifications

The investment analysis skills and relevant experience is likely to be from a role with a high transactional focus or advisory role on relevant transactions:

- Financial advisory firms
- Banking sector and impact investors
- Relevant tertiary qualifications (i.e. Finance, Accounting, Business, Engineering, Law)