



Background

The Carbon Market Institute (CMI) seeks a Director, Integrity & Compliance to lead the Australian Carbon Industry Code Administrator team and provide additional independent support to CMI's integrity & compliance functions. The successful candidate will have 7-10 years' experience in a regulatory, legal or consumer protection related field.

CMI is an independent industry association and promoter of best practice with a 2050 vision of a prosperous, climate resilient, net-zero emissions world:

- we speak for business leading the transition to a net-zero emission economy, sharing knowledge, building capacity and catalysing opportunities;
- we are the stewards of Australia's carbon market building integrity and related effective policies, while supporting their continued evolution and integration with regional and global markets; and
- we champion the UNFCCC Paris Agreement and the emerging framework of climate and net-zero emission goals and mechanisms for increasing ambition, international cooperation and investment.

Working across a large range of climate policy and carbon market programs and projects, CMI contributes to market development, market integrity and research and analysis. Our over 140 corporate members span the carbon market supply chain including emissions intensive industry, service and technology providers, financiers, carbon developers, transport and primary producers.

CMI is governed by a Board elected by its members, has a three-year transition to zero strategy and annually updates its [Advocacy Positions: Public Policy and Voluntary Carbon Markets](#). CMI administers the Australian [Carbon Industry Code of Conduct](#) (the Code) which aims to promote best practice climate action within Australia's carbon reduction and sequestration industry

The Code aims to address operational issues that impact the market integrity and reputation of the carbon industry, and:

- provides guidance for carbon service providers undertaking carbon projects including under the Emissions Reduction Fund and other Voluntary Offset Schemes;
- is a voluntary Code that aims to promote market integrity, consumer protection and appropriate interaction with project stakeholders, including Native Title Holders, representative bodies, land managers and project owners; and
- promotes international leadership on best-practice carbon project development.

This is a full-time role, with an approximately 70% focused on leading & managing the ACI Code of Conduct, and around 30% spent supporting other CMI integrity and compliance functions. The role is based in Melbourne with flexible arrangements (flexible hours & work from home options), but candidates based elsewhere will be considered.



<p>About the Role</p>	<p>This position will report to the CEO and be a member of the CMI executive team. In this capacity, the Director will provide general compliance and integrity advice to the Executive and CEO, including support for the board's company secretarial functions. Whilst participating as a member of the CMI executive, the Director's role in managing the Code requires a high level of independence and autonomy.</p> <p>As the Director responsible for the Code, you will lead the operations of the Code Administrator, including the development and implementation of risk-based education, monitoring and enforcement (compliance) activities to achieve efficient and effective outcomes for the Code. This includes liaison with the independent Code Review Panel; management of annual reporting; undertaking investigations into potential contraventions of the Code; and leading the strategic analysis, assessment and resolution of compliance issues. This role is supported by the Code Engagement Manager, who leads the Code's general administration, education, training and engagement activities.</p>
<p>Key Responsibilities</p>	<p>Lead the delivery of services for CMI as Administrator of the Australian Carbon Industry Code of Conduct (the Code).</p> <ol style="list-style-type: none"> 1. Manage the strategic direction and financial sustainability of the Code Administrator operations, as aligned with the vision and mission of the Code, including implementation of the Code Strategy, and operational management of the Code's budget and financial targets. 2. Ensure ongoing independence of Code operations within CMI, including oversight of the Administrator's transition to a subsidiary legal entity of CMI. 3. Operate and manage the Code compliance functions in accordance with the Administrator's compliance approach, including: <ul style="list-style-type: none"> o Signatory education and compliance monitoring operations; o Complaints handling and investigations; o Applying and enforcing Code breaches and sanctions (if required); o Manage appeals and supporting the Code Review Panel. 4. Lead the annual Signatory review process, including development of the Code Administrator's annual report. 5. Manage investigations in accordance with developed plans, including by: <ul style="list-style-type: none"> o Overseeing the assessment of information gathered in an investigation; o Conducting interviews with clients, complainants, and Signatories; o Managing engagement with external lawyers and technical advisors in relation to matters under investigation; o Ensuring internal management systems are accurate, current and secure. 6. Work with the Engagement Manager to draft written documents for various audiences, including correspondence, briefings, instructions to external lawyers, guidelines, internal policies and Panel/Board papers. 7. Building and maintaining constructive working relationships with Code staff, Code Review Panel, Signatories, external advisors, carbon industry participants, Government, consumer groups and other stakeholders. <p>Support the CEO and CMI Executive team's internal integrity and compliance activities.</p> <ol style="list-style-type: none"> 8. Participate in, and lead where appropriate, CMI integrity initiatives 9. Act as Returning Officer for CMI Annual General Meetings, including management of AGM and board election processes.



	<ol style="list-style-type: none">10. Support the CEO as Company Secretary in undertaking Constitution and compliance-related activities (as required).11. Work with the CEO and Executive team to develop suitable risk-based strategies to resolve compliance issues in the carbon industry.12. .13. Participate in and promote a learning, team-based culture.14. Other duties as required.
Skills & Experience	<ul style="list-style-type: none">• Minimum 5-10 years' experience in regulatory or legal-related fields, including (but not limited to) government, corporate operations, company secretarial functions or consumer protection.• Tertiary-level relevant qualification or similar experience in law, accounting public policy and/or regulation (current practising certificate not required).• Self-motivated, ability to work well remotely, under pressure and with competing tasks.• Results driven with demonstrated ability to meet and/or exceed set targets/KPIs.• Exceptional teamwork and collaboration.

TO APPLY

Please send your application (CV) and a cover letter addressing the skills/experience to: jobs@carbonmarketinstitute.org by COB, Wednesday 17th August.