

## **ESIA Jobs**

### **Executive Director - Position Description**

**Reports to:** ESIA Board | **Job Type:** Permanent FTE 0.75 | **Hybrid**, some travel generally Melb, Sydney

#### **Key stakeholder relationships:**

**Internal:** board, treasurer, legal counsel, members, secretariat support, contracted service providers

**External:** politicians, advisers, policy makers, governments, regulators, collaborators, peak bodies, analysts/researchers, media, funders/sponsors

#### **Background**

The Energy Savings Industry Association (ESIA) is the peak national, independent association representing and self-regulating businesses that are accredited to create and trade in energy efficiency certificates in market-based energy savings schemes in Australia. These activities underpin these schemes which facilitate the installation of energy efficient products and services to households and businesses. Schemes may also reward peak demand reduction, demand response and load shifting. ESIA Members represent most of the energy efficiency certificate creation market in Australia. Members include product and service suppliers to accredited providers within the schemes. Energy savings schemes are established in Victoria, NSW, SA and the ACT. The ESIA represents member interests across Australia that support energy efficiency such as the Federal Government's ACCU scheme and National Energy Performance Strategy. The Association was established in 2009 when the first energy savings schemes were established in Australia (known as EECCA, rebranded in 2018).

#### **Role Purpose**

The Executive Director is responsible for general management of the Association and operationalising strategy in accordance with ESIA's purpose and objectives. The role is pivotal in positioning the ESIA as a leader in supporting the success of market-based energy savings schemes in Australia – a transformational, high growth and rapidly evolving sector. This executive role champions and mobilises:

- advocacy and strategy in influencing policy and regulatory affairs;
- stakeholder engagement, communications, publications, events and media; and
- members services and secretariat functions.

#### **Key responsibilities**

- Represent the Association to all stakeholders, elevating its identity, profile, reputation and influence as a pre-eminent membership body.
- Lead the development and delivery of ESIA's strategic plan in partnership with the board.
- Oversee, prioritise and participate in all relevant advocacy engagement opportunities for best impact and align day-to-day operations.
- Oversee, identify and deliver targeted, timely program services to support member benefits.
- Oversee a watching brief and deep dives where needed on relevant public policy and programs, legislation, rules and regulations by considering +/- impacts on the schemes and sector.
- Build strong and trusted relationships with internal and external stakeholders, driving the agenda across a range of formats e.g. ministerial briefings, targeted and public consultations, industry reference groups, publications, member brainstorm, meetings and events.
- Draw on the expertise of key stakeholders and appropriate training opportunities.

**Key performance indicators**

- Proactively report to the Board and members on strategy and services with transparent benchmarks, evaluation and improvement protocols.

**Key attributes**

- Bachelor's degree in a relevant field e.g. Business, Communications, Journalism
- Demonstrated achievements in strategy, planning and operations, and stakeholder engagement
- Experienced in not-for-profit leadership roles with industry, member advocacy, governance and compliance, and working in an issues-rich sector

**Experience**

- Deep understanding of energy savings schemes, carbon abatement and energy efficiency
- 3+ years' experience in a similar role advocating for industry/members or a senior industry-facing position working with a range of stakeholders to influence outcomes
- Working with a board, understanding of governance, regulatory frameworks and compliance
- Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and deliver on responsibilities through to completion.

**Skills**

- A trusted leader, adviser, influencer and strategist
- Highly developed communication style, demonstrates excellent verbal, written and presentation skills, quickly builds trusted relationships through considered and timely action
- Strong analytical skills and attention to detail and appetite to challenge the status quo
- High levels of integrity, professionalism, diplomacy, discretion and confidentiality
- Demonstrates growth mindset and 'can do' attitude
- Excellent self-management skills, including working effectively without direct supervision, and managing and organising fluctuating workloads under time constraints and other complexities.

**To apply**

- Submit your CV with a cover letter showcasing your experience, ability to deliver to the role's key responsibilities and demonstrate how you possess the key attributes required as detailed in the Position Description.
- The successful candidate will have sufficient work rights in Australia and provide/undergo a satisfactory Police Check.

**Submit in confidence** to [jobs@esia.asn.au](mailto:jobs@esia.asn.au) by 12 November 2025.