

**Effective Date**

**Role Information**

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| ***Role Title***  **Group 4 Associate Director** | | |
| **Global job function**  Corporate & Institutional, Markets | **Generic job**  Associate Director- Financial Markets Sales | **Job Differentials**  0 |
| ***Division*** | ***Direct Team Name*** | ***Location***  Sydney, NSW |
| ***Role reports to***  Director, Strategic Sales | |

**Enterprise Behaviour**

Responsible for behaving in accordance with NAB’s Code of Conduct and demonstrating the Enterprise Behaviours in all customer, community and employee interactions.

**Role Purpose**

Contribute to the total profit outcome and risk profile within the relevant sales team. To contribute to the growth in the client franchise by securing customer business through competitive pricing of financial products, developing strategies, and relationship building with a group of designated customers. Lead by example for all Market employees by demonstrating commitment to the Corporate Principles.

**Core Role Responsibility**

* Achieve financial and all other customer related targets, including contribution to Team Revenue Plan
* Manage returns, by actively look for ways to reduce RWA, increase ROE and manage KVA / Capital
* Performing and adhering to policies, processes and procedures, and meeting quality measures pertaining to role. Identification and escalation of events / losses / breaches as incurred. Embracing change and development as it occurs in the risk and compliance framework
* The contribution and creation of risk management solutions, reflective of a deep understanding of our client’s business objectives, their industry dynamics and prevailing market conditions.
* Maintaining a high level of client servicing, by responding to the needs and requests of our existing customers in a timely and efficient manner.
* Contribute to annual Peter Lee objectives and maintaining/improving RSI scores.
* To work collaboratively with mutual accountability.
* Aiding in improving our brand internally & externally consistent with objectives.
* Demonstrates being inquisitive beyond core competencies and a willingness and drive to invest in self development
* Contributes to a culture of flexibility, inclusion and social responsibility.
* Ensure a knowledge of products, focus on value to the customer through sales and service, timely and competitive pricing, product delivery and the right solutions for individual customer needs
* Actively participate in analysing opportunities, conducting product and account planning for key customers and setting out product objectives and strategies for risk management
* To have a knowledge of global and competitor trends, market conditions, opportunities, and subsequent impact on customers
* To develop and maintain good working relationships with key stakeholders, clients and all internal business partners
* Obtain accreditation and comply with ongoing Continuous Education requirements

**Risk**

* Proactively manage risk, meeting all policy and compliance requirements
* Adhere to process and procedures pertinent to role, including adherence to authorised limits and dealing authority.
* Escalate events, issues or breaches as they are identified (risk accountability forms part of all roles, as everyone is responsible for managing risk and compliance
* Monitor daily activity so that unusual, abnormal or suspicious deals, trades or other business activities are identified and quickly addressed
* Accountable for compliance risk, operational risk, product risk and reputational risk.
* Ensure consistent accuracy and attention to detail in all job related tasks and all personal training and account records are maintained and kept up to date

**People Accountabilities**

*Individual Contributor* **YES** *Leader* **NO**

*Leader of Leaders* **NO** *Headcount* **0**

*Cost Centre Manager* **NO** *Matrix Manager* **NO**

**Working Relationships**

1. External customers (frequent) - ongoing relationships and agreeing strategies with customers.
2. Director (frequent) - information regarding overall direction and vision, support, guidance, performance review, planning and training.
3. Team colleagues (frequent) - inform, discuss strategy for customers, sales meetings to discuss marketing approaches and coordination of activity to enable delivery of products for the customer.
4. Business Partners (frequent) - with Business Bankers and Relationship Managers and where applicable with Traders for communication of business requirements.
5. Reference sources (frequent) - for information and analysis

Maintaining strong working relationships with our stakeholders and business partners such as

International Trade, FX Operations, Retail Branches, Nab Connect Help Desk, Currency Bookings, Foreign Exchange Managers, Markets Direct Broader Business, Business Markets Specialists, FX Traders and Bankers.

**Role Knowledge & Technical Competencies & Qualifications**

* This role requires the individual to be FASEA accredited and maintain status as a relevant provider on the Financial Advisers Register.
* This role requires AFMA accreditation (Debt Markets).
* This role requires a level of specialist knowledge within the functional area based on a sophisticated understanding of concepts and principles associated with a professional qualification and experience of practices and procedures involved
* Tertiary Education of a Bachelor Degree AQF7 or higher, in finance/business related discipline or similar.
* Strong experience in executing complex client solutions across products.

**Foundation Competencies**

