

Reporting and Assessment Content Manager

Location: London

Duration: Permanent position

Start date: ASAP

Principles for Responsible Investment (PRI):

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by UN Secretary- General Kofi Annan and subsequently endorsed by his successor Ban Ki-Moon, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. The Principles are supported by a Secretariat that promotes the PRI and provides implementation support to signatories. See www.unpri.org

Job description:

You will be part of a team of seven that is responsible for developing and implementing the annual PRI Reporting and Assessment (R&A) process. The R&A process involves signatories reporting to the PRI Reporting Framework designed to ensure the accountability of the Initiative. The R&A team designs and runs an IT tool to ensure that the Reporting Framework data is collected by all signatories. Based on the reported information, automated transparency reports and a peer assessment are generated (details on the R&A activities can be found here: www.unpri.org/areas-of-work/reporting-and-assessment).

The R&A team is currently working on redevelopment of the framework. After 2.5 years of redevelopment and consultations the new Framework will be launched in October 2013.

The R&A Content Manager will be responsible for three main areas of work:

First, the manager will oversee and, improve existing Modules (though it is not planned to change them significantly for a few years), and develop guidance and explanatory notes. This also entails performing gap analyses and cross referencing to other RI initiatives.

Secondly, this role requires the oversight and the development of an assessment methodology that is going to be piloted for two consecutive years, prior to being finalised in 2015.

Thirdly, it involves working on developing a verification and/or assurance methodology to strengthen the data quality of those completing the Reporting Framework.

The manager will supervise a team of two team members, will manage the relationship with external contractors (such as consultants, assurers, big 4) and reports to the Head of Reporting and Assessment.

Requirements:

- Degree educated to at least 2.i level (or equivalent) in a relevant field: Sustainability, Economics, Financial analytics etc. Second degree preferred.
- Numeracy; ability to undertake & present basic statistical analyses
- Strong Project Management skills – design and deliver projects to tight deadlines, managing self and others effectively in order to do so.
- Experience of working on reporting initiatives in Responsible Investment.
- Experience in developing benchmarks, questionnaires or other research or rating tools.
- Experience in assurance and verification either within a previous role or as a contractor of assurance/verification.
- Experience or affinity with the financial industry; financial analyst experience would be strongly advantageous.
- A proactive attitude; identifies solutions rather than problems.
- A collaborative and consultative approach to working with other teams.
- Personal gravitas – confident in dealing with senior external stakeholders located within global financial institutions.
- Ability to learn quickly and master a complex brief.
- Professional English writing skills.
- Report-writing experience, both in terms of professionalism of presentation of materials, and in synthesizing large amounts of complex information, drawing conclusions into a digestible, user-friendly format to create collateral for dissemination to external end-users.
- Well organised; ability to work effectively without direct supervision and manage multiple simultaneous workstreams successfully.
- Line management experience, including appraisal, personal development and performance management experience.
- Ability to work well in teams and get on with people; tact and diplomacy.
- Willing to work over multiple time zones. This is not a typical 9-5 job.
- Must be eligible to work in the UK.

This position provides a unique opportunity to take on a challenging project management role. The chosen candidate will be at the heart of responsible investment, and build a strong foundation of knowledge and experience in this emerging area, as well as a network of contacts in the industry from all over the world.

To apply for this role send a CV (of no more than 2 sides) and a covering letter to careers@unpri.org by noon on 22 July 2013 at the very latest. You should also state your salary

expectations.

Please attach your covering letter as a separate document, rather than in the email text.
Telephone or Skype interviews may be required.