

R&A Officer – Listed or Non-listed assets

Location: London

Duration: Permanent

Start date: ASAP

Remuneration: Salary competitive for a non-profit organization

Benefits: 25 days holiday, BUPA and non-contributory pension

About the 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 50-person Secretariat that promotes the PRI and provides implementation support to signatories. See www.unpri.org

Summary of the position

This is a unique opportunity to join a team of seven responsible for developing and implementing the annual PRI Reporting and Assessment (R&A) process. Signatories to the PRI are required to disclose some activities and progress on Responsible Investment, to ensure the accountability of the PRI initiative. Signatories also receive a confidential assessment report. The R&A team designs the reporting framework and assessment methodology, working collaboratively with other teams and specialist working groups comprised of signatories. The team also runs an online tool to collect the data. Full details on the R&A activities can be found here: www.unpri.org/areas-of-work/reporting-and-assessment. After 2.5 years of redevelopment and consultations the new Framework will be launched in October 2013.

The R&A Officer will be responsible for the framework and elements of the assessment in relation to specific asset classes, either direct listed (listed equity and fixed income, both corporate and sovereign) or direct non-listed (private equity, property and infrastructure).

This role will report to the Reporting and Assessment Manager.

Role responsibilities

- Within the process of framework development, the candidate will hold detailed knowledge on the direct Listed or direct Non-Listed content area, with specific responsibilities including (but not limited to):
 - Qualitative and quantitative analysis of PRI data and feedback from signatories to inform future developments of the indicators and assessment methodology.
 - Performing gap analyses and cross referencing other responsible investment initiatives that relate solely or primarily to these asset classes.
 - Drafting revised indicators, developing and refining explanatory notes, definitions and guidance to support signatories in the process of preparing information and reporting to PRI. Co-ordinating with teams across PRI to ensure consistency of approach.
 - IT implementation and testing indicator changes and new modules (where appropriate).
 - Developing working groups, creating discussion materials, leading discussions (where appropriate), writing minutes.
 - Developing consultation materials and collating, analysing and responding to feedback.
 - Developing and maintaining relationships with main players in the relevant asset classes.
- Feeding into the development of other modules (eg. External manager selection, appointment and monitoring) where asset specific issues arise.
- Understanding and advising the team on the logic and structure of indicators within the online tool, including a good level of knowledge on the tool's functionality.
- Support to signatories completing the framework.

Competencies required

- A proactive, driven individual with a strong interest in responsible investment.
- Experience (reporting, engagement, ESG incorporation) or affinity with the financial industry; financial analyst experience would be strongly advantageous.
- Experience in qualitative and quantitative data analysis.
- Numerate, able to understand and solve problems logically and in a structured manner. Experience of SPSS and/or other statistical packages would be an advantage.
- Personable and polite, able to deal with stakeholders with tact and diplomacy.
- Strong attention to detail, but with the ability to see the bigger picture.
- Strong project Management skills, able to manage a varied workload and deliver under pressure.
- A collaborative and consultative approach to working with others.
- Ability to learn quickly and master a complex brief.
- Willing to work over multiple time zones. This is not a typical 9-5 job.
- Must be eligible to work in the UK.

To apply for this role, please send your CV and covering letter explaining why you are suited to the position to careers@unpri.org. Please attach your covering letter as a separate document, rather than in the email text.