

# **R&A Manager**

Location: London

Duration: Permanent position

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 <a href="https://www.unpri.org">www.unpri.org</a>

### 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: <a href="www.unpri.org/areas-of-work/reporting-and-assessment">www.unpri.org/areas-of-work/reporting-and-assessment</a>. After 2.5 years of redevelopment and consultations the new Framework will be launched in October 2013.

This role will be responsible for promoting the use of the data created by the reporting and assessment process. The work covers two of the main outputs of the R&A process- writing and promoting the Report on Progress (an annual report reflecting RI as it comes up from the reporting results) and developing the Data Query Tool which will be a password enabled database for signatories to compare and peer different reported indicators between different players. You will also be responsible to promote the use of the outputs by signatories and other





stakeholders. The role will oversee the strategy for these processes alongside managing the relationships with signatories and other relevant stakeholders. This will involve frequent engagement with the PRI implementation support team, investors and other responsible investment initiatives.

In addition, depending on experience the R&A Manager will either oversee or support (a) the development of an assurance methodology signatories will be able to use for their reported information, leveraging on existing assurance standards and (b) the communication and signatory relations strategy of the team.

The role reports to the Head of R&A.

# Role responsibilities

- Providing leadership in developing strategy for how best promote the use of data incurred from the reporting and assessment process. This requires liaising with the Implementation Support and Clearinghouse teams.
- Producing the Report on Progress, ensuring its dissemination and use. This includes
  developing a the concept, project planning, researching content, analysing data, seeking and
  integrating feedback from multiple stakeholders, delivering a quality output on budget and on
  time, disseminating as necessary and evaluating the success of the project.
- Developing the concept for the Data Query tool, ensuring its acceptance with signatories, its
  dissemination and use. This includes researching existing datasets and their use, writing a
  proposal and consulting it with relevant stakeholders, project planning for execution of the
  tool, liaising with potential users of the data and create partnerships around it, working with
  PRI partnerships manager.
- Identifying and attending relevant conferences, including speaking at or moderating panels and workshops. Developing such events where appropriate, in liaison with PRI's Signatory Outreach & Relations and Communications teams.
- Depending on experience, this role will oversee or support the development of an assurance methodology (including consultations with relevant stakeholders) and signatory support and outreach strategy.

#### Competencies required

- Experience in developing benchmarks, questionnaires or other research or rating tools.
- Understanding of the main players in the ecosystem such as the GRI, the Integrated Reporting Initiative, GRESB,
- Experience promoting a new service/message.
- Responsible investment experience or mainstream investment-related experience. Good
  general knowledge of responsible investment and traditional investment, preferably with an
  understanding of both the asset owner and investment manager perspective.
- Strong Project Management skills design and deliver projects to tight deadlines, managing self and others effectively in order to do so. Ability to maximise resources, managing conflicting priorities to effectively meet deadlines, ensuring delivery is in line with organisational targets. Experience of setting and managing budgets.
- Strong communication written and verbal. Experience of synthesising large amounts of



- complex information to clearly structure and produce documents.
- A collaborative and consultative approach to working with other teams- able to take ownership of challenges or complaints and see them through to a successful resolution.
- Ability to work well in teams and get on with people; tact and diplomacy.
- Well organised; ability to work effectively without direct supervision and manage multiple simultaneous work streams successfully.
- Excellent networking and relationship building skills. Ability to forge sustainable relationships with industry leaders and decision makers.
- Personal gravitas confident in dealing with senior external stakeholders located within global financial institutions.
- A proactive attitude; identifies solutions rather than problems.
- Ability to learn quickly and master a complex brief.
- Willing to work over multiple time zones. This is not a typical 9-5 job.
- Excellent written and spoken English. Relevant language skills other than English an advantage, as is experience with and ability to understand and work in international and multicultural contexts.
- Preferred line management experience, including appraisal, personal development and performance management experience.
- 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 <a href="mailto:careers@unpri.org">careers@unpri.org</a>. Please attach your covering letter as a separate document, rather than in the email text.

