# Job title: Sustainability Data and Reporting Officer

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| Main purpose |
| * To assist in the implementation and delivery of HR Wallingford’s Sustainability Strategy. * To identify, establish and collate the data required for monitoring and for reporting on HR Wallingford’s key sustainability performance indicators. * To assist in developing and applying new processes and procedures for data capture, collation, assessment, analysis and reporting. * To support the QHSE Manager and/or the Sustainability Programme Manager through the application of the duties of this role. |

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| Main duties |
| * Advise and support the QHSE Manager and/or the Sustainability Programme Manager on data collation and analysis as appropriate, including setting up of appropriate systems to collect, coordinate and house the data. * Ensure ongoing monitoring of the data and information related to the Sustainability Strategy so it is collected, suitably collated, retained and utilised as appropriate - as defined by the QHSE Manager and/or the Sustainability Programme Manager. * Promote good practice related to data retention, storage, manipulation and analysis. * Observance of data standards. * Review data quality and maintain a high level of confidence in its reliability. * Analyse data where relevant to provide updates on performance, progress and target achievement. * Assist in the formulation of company sustainability reporting. * Assist in providing sustainability data for relevant projects and for communications purposes. * Set up a dashboard or performance monitoring system of the data to review performance on an ongoing basis. * Liaise with the QHSE Manager, the Sustainability Programme Manager, Marketing and Communications and other members of the Sustainability Strategy Delivery Team as required. * Responsible for formulating and developing new datasets, and building on existing datasets in support of delivery of HR Wallingford’s Sustainability Strategy and reporting. |

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| Job specific duties |
| * Attend regular briefings with Sustainability Lead, the sustainability programme manager and the QHSE Manager. * Attend some project team meetings to support, clarify and provide relevant data for sustainability projects to progress. * Liaise with many members of the organisation to identify, establish and connect relevant data for use by the sustainability teams. * Investigate analyse and report on sustainability data and information. * Maintain records of data and information related to the sustainability strategy as appropriate. * Provide support to the Sustainability Strategy, the QHSE Manager and the sustainability programme manager to fulfil data management and reporting requirements. * Ensure data and information is appropriately filed, named / identified and securely stored. * Collect, analyse and report sustainability information to assess progress on relevant company targets and objectives and to facilitate statutory and non-statutory reporting. * Attendance at meetings related to the sustainability strategy as required. * Delivery of reliable monitoring and recording datasets in support of the Sustainability Strategy. * Assist in the drafting of sustainability reporting as required. * Ad hoc support to the QHSE Manager as required. * Undertake duties in compliance with the Company’s Quality, Health and Safety and Environmental policies and procedures. |

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| Current job holder | None |
| Group | Ops Management |
| Reports to | QHSE Manager |
| Responsible for | N/A |
| Date agreed | Click here to enter text. |