# Job title: Sustainability Data and Reporting Officer

|  |
| --- |
| 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.
 |

|  |
| --- |
| 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.
 |

|  |
| --- |
| 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.
 |

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