Person specification:  
Sustainability Data and Reporting Officer

R0-1 October 2022

Education and experience

| Skills, Knowledge and Experience | Essential | Desirable |
| --- | --- | --- |
| Degree in a relevant field (eg sustainability, environmental science/management) or equivalent |  | X |
| Experience of researching, collating and drafting content for sustainability reporting | X |  |
| Experience in the collation and reporting of sustainability data | X |  |
| Good working knowledge of spreadsheets (Excel) and data management software | X |  |
| Excellent organisation and administrative skills | X |  |
| Project management experience |  | X |

Personal characteristics

| Behaviours | Essential | Desirable |
| --- | --- | --- |
| Ability to build effective and collaborative relationships with a diverse range of people at all levels of an organisation | X |  |
| Confident and articulate with the credibility to persuade and influence |  | X |
| Skilled in planning in the short and long term, and managing changing priorities | X |  |
| Ability to work independently, take the initiative, find solutions and proactively drive progress, while working with colleagues with competing priorities. |  | X |
| Outstanding communications skills, written and verbal. | X |  |
| Ability to meet deadlines in a high-pressure environment and effectively manage a large varied workload. |  | X |
| Resilient, highly motivated, with the ability to stay calm under pressure | X |  |
| High levels of professional pride and attention to detail | X |  |
| Excellent IT skills: Office 365, Adobe Acrobat | X |  |