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**Sustainable Business Project Analyst**

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| **Job level** | Level 3 | **Reports to** | Sustainable Business Project Manager |
| **Directorate** | Conservation & Policy  | **Function** | Sustainable Business & Finance Department |
| **Contract**  | Fixed Term | **Location** | Regent’s Park & Homeworking |

**Responsibility for resources**

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| **Direct line reports** | None | **Responsibility for other resources** | SPOTT palm oil & rubber assessments |
| **Financial resources** | None |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

The ZSL Sustainable Business and Finance programme (SBF) works to achieve a world where business and financial institutions practices protect & enhance biodiversity.

**Purpose of the role**

The Sustainable Business Project Analyst will be responsible for coordinating and conducting in-depth environmental, social and governance (ESG) assessments of company policies and commitments, disclosures of their operations, and progress reporting for the SPOTT project.

**Main duties & key responsibilities**

**ESG Assessments & Coordination**

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| * **SPOTT assessments:** Conducting ESG assessments of palm oil and rubber companies according to the SPOTT indicator framework. This includes collecting information on company policies and commitments, disclosures of their operations, and progress reporting from publicly available sources (e.g. company websites, sustainability reports) and synthesising data and scores within an online assessment platform (Probench).
* **Coordinating external assessors:** Providing technical support and training to external 3rd party assessors to ensure high quality SPOTT assessments. This includes initial and refresher training, ad-hoc assessment support, running weekly meetings to ensure progress and answer questions, defining and monitoring the workplan for outsourcing and quality review of 3rd party assessments.
* **Quality assurance:** Sample-based quality review of assessments conducted by 3rd party assessors as well as internal assessors to ensure adherence to SPOTT assessment procedures.
* **Database administration:** Coordinating with 3rd party consultant to obtain the necessary downloads of assessment data from Probench, cleaning data before it is uploaded by the 3rd party consultant to the SPOTT website. Create and/or assist with other assessment-related files (indicator framework and dynamic summary page) before their upload to the website. Upload media stories to the website and make ad-hoc updates to company profiles.
* **Other project research and support,** including but not limited to;
	+ Collecting media reports for the SPOTT Media Monitor.
	+ Analysing trends in SPOTT assessment results.
	+ Explore the use of Artificial Intelligence in SPOTT.

**Engagement & Outreach** |
| * **Company consultation:** Coordinate consultation periods with companies ahead of SPOTT assessment periods to sensitise and obtain feedback on changes to SPOTT indicator frameworks.
* **Company feedback:** Liaise with companies regarding indicator requirements, discuss assessments, provide feedback and identify areas for improvement in corporate policies.
* **Presentations to target audiences:** Support colleagues within the team as the project analyst, providing technical summaries and overviews of SPOTT assessments and key findings.

**Internal Reporting & Support** |
| * **Monitoring & Evaluation:** Maintaining statistics on assessments and company feedback/consultation as part of wider donor reporting and project evaluation.

**Communications & Press** |
| * Providing support on communications tasks, including creating social media content for LinkedIn and updates to the SPOTT website.
* Participate in press interviews, give presentations and contribute towards publications.
* Represent ZSL at key business sector events and relevant industry initiatives.
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The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**ZSL’s values and behaviours**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support.
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect.
* **Impactful:** delivers results on time and to the agreed standards.
* **Inclusive:** makes decisions that promote transparency and inclusion.
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work.
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation.

**Person Specification**

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| Skills  |

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| Essential | * Attention to detail.
* Strong organisational, interpersonal and communication skills.
* Excellent research and data management skills.
* Excellent written and spoken English.
* Well-developed skills in using MS office packages, specifically Word, Excel and PowerPoint as well as Microsoft Teams and Sharepoint.
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| Desirable  | * Working proficiency in relevant languages (Indonesian, Malay, Spanish, Portuguese, French or Mandarin).
* Familiarity with using databases such as Probench.
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| Knowledge and Experience |

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| Essential | * An understanding of sustainability issues in the palm oil and natural rubber sectors.
* Understanding of CSR and corporate sustainability reporting best practice.
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| Desirable | * Potential use of AI in ESG assessments.
* Knowledge of sustainability certification and auditing practices under RSPO, GPSNR and other relevant initiatives.
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| Additional requirements |

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| Essential | * This post is a blended role for office and home working - regular travel to ZSL Regent’s Park site is required.
* This post requires very occasional work during evenings and/or and weekends.
* This position will be office/remote based but international travel may be required.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical).
* To comply with and promote Health and Safety policies and procedures.
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