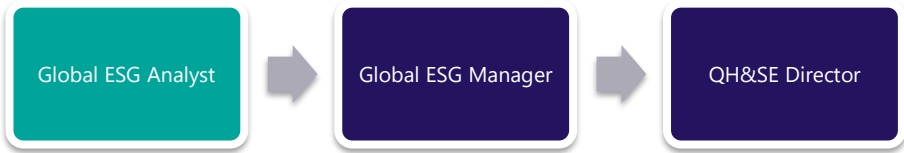


## BURO HAPPOLD

<b>Job title</b>	<b>Global ESG Reporting Analyst</b>
<b>Grade and fit within team structure</b>	Standard
<b>Discipline/Team</b>	Business Support/QHS&E Operations
<b>Business unit/Region</b>	UK/Central Business Services
<b>Location</b>	UK
<b>Reporting line</b>	 <pre> graph LR     A[Global ESG Analyst] --&gt; B[Global ESG Manager]     B --&gt; C[QH&amp;SE Director] </pre>
<b>Team structure</b>	Part of Global ESG Team, working with Global ESG Coordinator and reporting to Global ESG Manager
<b>Your support</b>	<ul style="list-style-type: none"> <li>• Global ESG Coordinator</li> <li>• Global Quality Manager</li> <li>• Global Quality Coordinator</li> <li>• Global H&amp;S Coordinator</li> <li>• UK H&amp;S and Wellbeing Manager</li> </ul> <p>Other indirect:</p> <ul style="list-style-type: none"> <li>• Environmental data analytics and digital consulting community</li> <li>• Global IT Service</li> <li>• Global Financial Reporting team</li> <li>• Environmental Coordinators</li> </ul>

### Role overview

#### What's the purpose of the role?

Responsible for successfully supporting the Global Environmental, Social and Governance (ESG) Manager to develop, maintain and continuously improve Buro Happold's data capture, analysis, reporting and disclosure of Environmental, Social and Governance performance metrics for the practice.

#### What will success look like?

The successful incumbent in this role will work towards becoming the Subject Matter Expert in internal ESG performance analysis and reporting for Buro Happold. Success in this role will involve ensuring the Buro Happold's internal ESG performance reporting is aligned with evolving best practice and our ESG client consulting service. The role holder will work with internal stakeholders to develop a cost-effective ESG data

gathering, analysis and reporting platform and provide informative and timely ESG data analysis expertise for Buro Happold regions and central services.

## What will you be doing...

### A detailed overview of your responsibilities is as follows...

- Maintain and continuously improve the Company's internal greenhouse gas (GHG) data capture, analysis and reporting system, ensuring it is fit for purpose and reflective of GHG Protocol and wider sector best practice.
- Develop and deliver analysis and reporting to track performance against Buro Happold ESG key performance indicators.
- Support the development of a global ESG performance reporting platform for Buro Happold, be that via internal development or procurement and implementation of a third-party system.
- Deliver ESG performance reporting for inclusion in regular management reporting e.g. regional and global management meetings, and external reporting e.g. Global Sustainability Report etc.
- Use analysis and insight, including from the in-house data model and Power BI dashboards to identify opportunities for improvement and support business decisions to improve ESG performance across the practice.
- Respond to ad-hoc requests from the business for the development of bespoke ESG data analysis and reporting.
- Provide environmental sustainability and wider ESG performance data for Buro Happold as per client requests as part of the work-winning process.
- Co-ordinate the request and analysis of ESG data from Buro Happold suppliers including supplier GHG emissions data for Scope 3 reporting.
- Manage data, carry out analysis and develop informative reports to drive action from internal waste and recycling and travel audits/surveys
- Keep up to date with global best practice in carbon footprint and wider ESG reporting methodologies and solutions to inform continuous development in this area within Buro Happold
- Develop and deliver process improvements and training for Buro Happold employees to ensure accurate data is being captured within ESG data and reporting systems.
- Participate in internal data analysis and digital forums and networking to share and benefit from wider practice expertise.

## More about you...

### Experience & Qualifications

#### Required Skills:

- Able to identify, collect, migrate, cleanse, manipulate and analyse data from a range of software and systems.
- Ability to interpret requirements and present data in a clear and compelling way using graphical representations and visualisations.
- Ability to design and conduct data validation/error checking and quality assurance.
- High proficiency in Microsoft Excel, including design of complex spreadsheets, pivot tables and charts (SQL query experience preferred).

- Good experience of MS Office suite including Word, Powerpoint, Teams.
- Strong interest in sustainability and ESG issues.
- High degree of numeracy and attention to detail.

Desirable Skills:

- Good awareness of and ideally applied experience in environmental sustainability / ESG reporting and related standards and frameworks e.g. SBTi, GHG Protocol, TCFD, GRI etc.
- Experience in Business Intelligence tools such as PowerBI or Tableau
- Project management skills
- Specification and selection of third-party business analysis and reporting platforms
- Data science qualification
- Experience in a global organisation and adapting communication style to different countries, and cultures.

### **Style & Behaviours**

- High attention to detail and a methodical approach to work
- Ability to manage and prioritise a busy and varied workload
- Flexible attitude with good team working skills
- Self-motivated and able to plan and monitor workloads to fit around business priorities
- Good written, verbal and visual communication and influencing skills
- The ability to take the lead on projects
- Good organisation and time management