

# Sustainability Advisor

**Alternative titles:**

Sustainability Coordinator  
ESG Analyst  
ESG Advisor  
Sustainability Officer

**Role Purpose:**

Support the implementation of the sustainability strategy and objectives. Collation, analysis, and visualisation of non-financial data to report on sustainability priorities. To support the implementation of sustainability strategies and policies.

**Accountabilities:**

- Support the internal sustainability program through employee engagement and initiatives.
- Collect and manage non-financial sustainability data.
- Development of performance reporting templates, dashboards, and reports.
- Report on internal ESG commitments.
- Prepare sustainability reporting.
- Visualisation of non-financial data to inform management of company ESG performance.
- National and international sustainability reporting both voluntary and mandatory
- Contribute towards annual submissions for sustainability surveys and reporting benchmarks e.g., GRESB, GRI and TCFD.
- Support in delivery and execution of community, partnership and program initiatives and activities.
- Implement community investment programmes (e.g., corporate sponsorships and donations and employee giving, matching, and volunteering).

**Experience/Skills:**

- Relevant tertiary qualifications.
- Excellent analytical skills and ability to translate quantitative data into qualitative messages.
- Excellent written and verbal communication skills.
- High attention to detail and ability to develop and follow reporting protocols.

**Years' experience:**

- 0-3 years' experience

**Number of reports:**

- Direct: 0
- Indirect: 0