

Job Description – Research Analyst (Japan)

Grade and accountability: Grade three. Full time researcher post responsible to Head of US & Japan Research

Purpose of post: To help EIRIS accurately and efficiently gather, analyse and disseminate information on companies and ethical issues. Primarily to contribute to the research team by analysing Japanese companies in allocated sectors, undertaking key administrative tasks and generally ensuring the accuracy and quality of research delivered to clients.

Summary of main responsibilities: Analysing and assessing companies, understanding specific sectors, knowledge and research in specific areas, assisting with client queries, and providing general administrative and research support to the Research Department. In practice this includes undertaking surveys, processing and inputting data, assessing company reports and related research assignments.

Major tasks: [time estimates are approximate]

Company analysis and assessment [80% of time]

- Analysing companies in several allocated sectors in Japan using surveys, company documents and other sources, and assessing them against the full range of EIRIS criteria and inputting this information into the relevant EIRIS research databases
- Ensuring the resulting profiles of these companies are accurate, up-to-date, of high quality and professionally presented

Issue research/ Country and sector knowledge [10% of time]

- Understanding and analysing key trends relevant to CSR and corporate sustainability in a number of sectors in Japan using data from EIRIS and other sources.
- Input into the development and maintenance of non-specialist research criteria
- Ensuring the quality of research in these areas is accurate, up-to-date, of high quality and professionally presented
- In due course to act as deputy/approver for a particular criteria
- Writing-up and presenting the outcome of such research to clients and for possible publication

External work: [5% of time]

- Assisting with client queries to produce bespoke reports for particular clients such as The Co-operative Bank
- Assisting with client queries or other promotional work for EIRIS of a general nature and in relation to the sectors, companies (and areas of issue speciality)

Other work: [5% of time]

- Administration relating to research areas including; occasional translation as necessary; provision of cover for other US & Japan Research Team members; consulting other members of the research team on sector issues;

representing EIRIS at relevant external events; other tasks as allocated by the Head of US & Japan Research.

Working with others: Close co-operation with other team members, particularly the Head of US & Japan Research.

Changes

It is envisaged that, from time-to-time there will be a review of the time allocation between different tasks. The percentage of time spent on particular aspects can be expected to fluctuate during any year to take into account evolving work requirements, short-term projects and pressures, and the nature of the corporate cycle (such as annual reports clustering in one part of the year).

Flexibility

This job description will be subject to change and development in response to the needs of EIRIS as a business. It will be reviewed with you by your manager after 6 months and then annually, to ensure it is a true reflection of what is being done, or to incorporate changes when it is found to be inaccurate. You will be expected to participate fully in such discussions with a view to reaching agreement on any changes felt to be necessary. If agreement is not possible, EIRIS reserves the right to insist on changes to your job description in line with your grade / level in the organisation, after consultation with you.

Date last reviewed:

December 2006