

Job Description - Environmental Analyst

Grade and accountability: Grade three. Full-time research assistant post responsible to Acting Head of Environmental Research. Temporary contract for 31 weeks.

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

Summary of main responsibilities:

- Responsibility for the accuracy, quality, and up-to-dateness of existing EIRIS environmental research
 - Responding to client or other queries relating to these areas
- Responsibility for this research is divided between researchers by sector or by research area.

Major tasks: [time estimates are approximate]

Company analysis and assessment [80% of time]

- Analysing companies in several allocated sectors using surveys, company documents and other sources, and assessing them against environmental criteria
- Updating EIRIS' databases with the resultant information
- Communicating with companies to obtain further information
- Ensuring the resulting profiles of these companies are accurate, up-to-date, of high quality and professionally presented

Sector knowledge and issue research: [5%]

- Within the course of the company research, developing a knowledge of key environmental and sustainability issues in allocated industry sectors using data from EIRIS and other sources
- Supporting area specialists in overseeing the quality of research of a specialist environment area and in responding to client queries

External work: [5% of time]

- Responding to client queries and contributing to other promotional work for EIRIS relating to the allocated companies, sectors or related issues

Other duties: [10% of time]

- Administration relating to research areas; provision of cover for other Environment Team members; consulting other members of the research team on sector issues; representing EIRIS at relevant external events; other tasks as allocated by the Research Manager or Acting Head of Environmental Research.

Working with others:

Close co-operation with other team members, particularly the Acting Head of Environmental Research.

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 six months 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: January 2007