

## JOB DESCRIPTION

<b>Title</b>	<b>Senior Sustainability Analyst</b>
<b>Reports to</b>	<b>Chief Sustainability Officer (CSO)</b>
<b>Department</b>	<b>Sustainability – Corporate Office</b>
<b>Location</b>	<b>Based at the London Office (hybrid working model)</b>

### Main purpose of the role

As part of an entrepreneurial Sustainability team, the Senior Sustainability Analyst will play a pivotal part in supporting GIB AM's ambition to be market leading in sustainable investment.

Reporting to the Chief Sustainability Officer, the role will provide a sounding board and support to the investment team and wider business, deepening GIB Asset Management's stewardship and ESG integration. The Senior Sustainability Analyst will serve as a subject matter expert in sustainability research, stewardship, advocacy, as well as best practices in environmental, social, and governance risks, including climate change, across both equity, fixed income and index strategies.

Collaborating with internal teams will be key, as well as strong project management of ESG data and corporate analysis, sustainability research, company engagement, and providing proxy voting support as required. Advancing overall internal, external and client communications will also be a core part of the job.

### Key duties and responsibilities

#### Active Stewardship

- Support building out the GIB AM engagement agenda and provide input for the active investment team's company engagements.
- Support or lead collaborative engagements as part of our existing memberships and associations.
- Utilize third-party research, company disclosures, and portfolio manager insights to evaluate highly complex or contentious proxy voting proposals and present relevant recommendations to investment team.

#### Reporting, policies and monitoring

- Produce Annual Sustainability reports and active ownership factsheets to ensure regulatory compliance.
- Assist with the submission, analysis and continuous improvement of ESG performance assessments, such as UN PRI and TCFD/IFRS S1&2.
- Support the development of client presentations, documentation and marketing collateral.
- Support the drafting of internal ESG policies.
- Monitor any active issues or controversies on behalf of our clients and the investment team.

#### Thought Leadership

- Support GIB's climate change transition strategy and emission reduction goals.
- Follow market trends and update the company on key sustainability, corporate governance and active ownership developments, including supporting training.
- Undertake innovative sustainability research to support investment team, and where relevant produce white papers.
- Drive and coordinate the implementation of sustainability initiatives in collaboration with other teams.

#### **Vendor and membership management**

- Act as the main point of contact between Gulf International Bank (UK) and collaborative engagement or other sustainability organisations, e.g. NZAM, IIGCC, UN PRI, SASB, WEF, etc.
- Service provider monitoring and annual reviews.

#### **Culture responsibilities**

- Strive to act in line with the target culture including values, behaviours and D&I
- Contribute to sustainability initiatives
- Read and understand relevant risk appetite policies and processes
- Speak up, raise breaches and issues
- Maintain awareness of market best practice and regulatory updates

### **Experience, skills and knowledge**

#### **Professional qualifications required (if applicable)**

Bachelor's degree in Finance, Economics, Environmental Science, or a sustainability related field. Professional certifications such as CFA, CAIA, or IMC are also advantageous.

#### **Experience, skills and knowledge required**

- At least 6 years' experience in sustainable investment, active ownership, ESG analysis, sustainability consulting, or a related field within financial services or investment management.
- Excellent analytical and research skills, attention to detail.
- Good knowledge of regulatory frameworks, policy areas, metrics and strategies related to ESG, including net zero targets and other environmental or climate-related ambitions, as well as impact investing.
- Strong written and verbal communication skills, with the ability to engage effectively with stakeholders at all levels.
- Very strong project management and organisational skills.
- Experience and ability to interact with a large number of stakeholders.
- Full English proficiency.
- A passion for sustainability.
- Self-starter.

- Adaptable and with effective interpersonal skills.
- Ability to work independently and as part of a team.

**THIS SECTION MUST BE COMPLETED**

<b>Certified Person:</b>	<b>No</b>
<b>Level of Authorisation held (ie payment authoriser)</b>	<b>N/A</b>
<b>Bank Signatory?</b>	<b>No</b>
<b>Level of Responsibility (ie Department Manager)</b>	<b>N/A</b>

<b>Name of Employee:</b>	
<b>Signature of employee:</b>	
<b>Date approved:</b>	
<b>Name of Manager:</b>	<b>VICTORIA BARRON</b>
<b>Signature of Manager:</b>	
<b>Date approved:</b>	