



# ESG Data Analyst

Job Description

# About Sustainit

Sustainit is a second generation, women led business built on positivity, collaboration, and respect.

Based in central Bristol, our team works in an ever-evolving sustainability and ESG landscape. We have a social, energetic, and hard-working environment in our team, we value collaboration and are passionate about everything we do.

Based in central Bristol, the success of the businesses has stemmed directly from its people, and we pride ourselves on being adaptable, knowledgeable, and proactive – always looking for new ways to support our clients on their sustainability journey. This is a fantastic opportunity to join a dynamic team working with global brands spanning a variety of industries from Utilities, Travel, Financial, Automotive, Technology and more.

## Job Summary:

Sustainit has a fantastic opportunity for a motivated and enthusiastic individual to join our team, perfect for someone looking to gain valuable experience across a portfolio of industries and clients. In this role, you will be responsible for supporting clients on a day-to-day basis, managing their EHS / ESG systems as well as all linked activities such as data collection, checking and reporting. The role will sit in our client delivery team and focus on providing technical and data support – there is opportunity for growth and development either focussing on sustainability knowledge building or technical partnerships working with the vendors themselves.

## Key Responsibilities:

- Work together with the wider client delivery team to meet SLAs, achieve team KPI's and strive for continuous improvement for our clients.
- Build long term relationships with client contacts.
- Work across a range of client accounts providing support on projects and technical administration on their EHS / ESG systems.
- Provide excellent daily support on our ticket-based helpdesk for a variety of clients.
- Trouble shoot client queries on a variety of topics such as ESG data collection, system query's, data checking and quality management, visualisation and dashboarding.
- Work on continuous improvement projects supporting the growth, development and improvement of client systems.
- Act as a liaison between system vendors and clients.

## About You:

We need someone who's constantly looking for new and innovative ways to read, understand and visualise our client's data. As a member of the client support team, you'll glide between multiple projects and varying types of work to facilitate our client's infrastructure and sustainability data reporting requirements, supported with strong excel skills, technical knowledge of enterprise systems and an active interest in learning more (for example PowerBI or Tableau).

## Required skills and competencies:

- Bachelor's degree in a data, IT and systems or sustainability management topic.
- 1+ years proven experience in IT / data / systems-based role.
- Strong analytical skills and proficiency with data analysis.
- Excellent communication and presentation skills.
- Strong time management skills.
- Ability to work independently and as part of a team.

## Compensation and benefits:

At Sustainit we believe in fostering a supportive, inclusive, and rewarding work environment. Here are some of the benefits you'll enjoy as a member of our team:

- **Salary:** £25,000 – £29,000
- **Pension:** 5% Nest pension employer contribution.
- **Time off:** 28 holiday days including bank holidays, additional leave for years of service and your birthday off and Christmas shut down.
- **Work-life balance:** Hybrid (2 days per week required in the Bristol office) and remote work options.
- **Health and wellness:** Comprehensive health cash plan and Employee Assistance Programme.
- **Professional development:** Opportunities for career growth and advancement, including a personalised annual training budget and personal development plan. Opportunities to complete apprenticeships or further education.
- **Family First:** We believe family comes first and offer enhanced paternity, maternity and adoption leave as well as additional flexibility when needed.
- **Additional perks:** Company-sponsored events and activities such as annual Christmas and summer parties, quarterly offsite days and monthly social activities.
- **Giving back:** 1 day of paid leave to volunteer organised by the company.

## Application Process:

If this sounds like the role for you send through your C.V and covering letter to [jobs@sustainitsolutions.com](mailto:jobs@sustainitsolutions.com) highlighting what you feel you could bring to the team and what interests you most about the role.