

## ENGAGED TRACKING – CARBON DATA ANALYST (CDA) PAID POSITION

Want to do something about climate change? Interested in learning more about greenhouse gas emissions reporting and accounting? Looking to gain experience in this exciting arena and join an exciting global network? Then this could be for you.

Each year Engaged Tracking analyses the public greenhouse gas emissions disclosures of the largest 5,000 global companies to produce a set of public carbon rankings. The ET Carbon Rankings are designed to encourage better disclosure and lower emissions among the world's largest listed companies and their supply chains. See more information [here](#).

Anyone undertaking this role will leave as an expert in GHG emissions reporting, furthermore, in the role, you will improve your data and project management skills. Also, a certificate of participation and written reference from the Engaged Tracking Foundation that can be shown to future employers will be awarded to all candidates completing the full programme.

### Your daily responsibilities will include:

- Understanding and applying the Greenhouse Gas Emissions Protocol standard when analysing company reporting
- Analysing source material, companies reports etc.
- Spot checking the data for errors
- Accurately recording information according to the ET Carbon Ranking methodology
- Reporting problems with the data to the Senior CDA and Head of Analytics
- Reaching out to companies via email / phone to retrieve missing data
- First and second line support to CDA interns during data collection
- Second and third round data checks and data verification (Quality Assurance)
- Data cleaning and outlier checks with the Head of Analytics
- Supporting people and performance management by reporting on CDA submission quality to senior management
- Training coordination support (scheduling, calendar management)

### Suggested experience/degree subjects:

- Interest in: Climate Change, Sustainability, Climate Finance, Greenhouse Gas Emissions.
- Degree subjects: Maths, Sciences, Economics, Finance, Social Sciences, Law, Environmental Policy related subjects, although others considered;
- Experience: Audit, Accountancy, Finance, Research and Data Analysis preferred, but not mandatory
- Experience: Performance and People Management, Project Coordination preferred, but not mandatory

### Ideal candidate profile:

- Previous experience of research and/or analysis is desirable, but not necessary;
- A willingness to take the initiative and be able to work independently, as well as part of a team;
- Ability to work remotely (which requires a good internet connection);
- Be resourceful, highly motivated and diligent;
- Good computer skills;
- Excellent organisational skills and attention to detail is a must;
- This role is Ideal for fresh graduates
- Available to work 35 hours per week (please note, this role is available on a job-share basis as well, with a minimum of 15 hours/week commitment);
- Available to work a minimum of 4-6 months after the initial training

### In return you will benefit from:

- Fantastic experience within a dynamic and enterprising team;
- Satisfaction in the knowledge you are at the forefront of the battle against climate change;
- A potential long-term position within the Engaged Tracking moving forward.

### How to apply

- If you match our criteria, please fill in this [google form](https://docs.google.com/forms/d/e/1FAIpQLSdAeZDMD6czpxz3V1aABXIHymNeUNzSYtBej9qRv0tWwsbtYw/viewform?usp=sf_link) and upload a CV ([https://docs.google.com/forms/d/e/1FAIpQLSdAeZDMD6czpxz3V1aABXIHymNeUNzSYtBej9qRv0tWwsbtYw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdAeZDMD6czpxz3V1aABXIHymNeUNzSYtBej9qRv0tWwsbtYw/viewform?usp=sf_link)).
- Please note you will require a Google account to participate in this programme, so please create one if you do not already have one.

### Compensation

- Minimum Wage to competitive depending on experience.

### About the Engaged Tracking

Engaged Tracking is a specialist provider of climate-related data, actionable insights and tailored investment strategies. We help our members identify, understand and manage the financial risks associated with climate change. Engaged Tracking works with some of the biggest brands in financial services, educating the market to address complex issues that are among the most important challenges of our time.

In conjunction with Engaged Tracking Foundation, its not-for-profit sister organisation, it has been responsible for producing the ET Carbon Rankings since 2010. The ET Carbon Rankings publicly score the world's largest listed companies according to their greenhouse gas emissions and levels of disclosure.

As a small, motivated team with a flat structure, the opportunities to learn, have an impact and develop within the organisation are significant.



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