



SENIOR BUSINESS ANALYST, RESEARCH PRODUCTS

ABOUT SUSTAINALYTICS

Do you believe with the right insight's investors can contribute to a more just and sustainable global economy? Sustainalytics is dedicated to this mission as a leading independent ESG and corporate governance research and ratings firm. We support hundreds of the world's leading asset managers and pension funds who leverage our insights for ESG integration, investment analysis, index and fund creation, voting and engagement, and screening and benchmarking. For over 25 years, Sustainalytics has been at the forefront of developing high-quality, innovative solutions to meet the evolving needs of global investors. Increasingly, technologies such as big data and machine learning are playing a more important role in our operations as we strive to improve efficiency, broaden our product suite and reach new segments of the investment community. With more than 450 staff members, Sustainalytics has 13 offices spanning the US, UK, Germany, Japan, France, Canada, Romania, Australia and the Netherlands. Over the last three consecutive years, investors named Sustainalytics among the top three firms for both ESG and corporate governance research in the Independent Research in Responsible Investment Survey. For more information, visit www.sustainalytics.com

POSITION DETAILS

Job Type: Full-time
Employment Type: Permanent
Level: 6 (Associate Director) or 7 (Director)
Reports to: Executive Vice President, Research Products
Location: Toronto, Amsterdam, or Timisoara (Romania)
Start date: As soon as possible
Number of positions: 1

ABOUT THE RESEARCH PRODUCTS TEAM

The Research Products team is responsible for delivering Sustainalytics' suite of ESG and corporate governance research products. Its sub-teams conduct company, country, product and thematic research and analysis. The research teams each deliver structured research, insightful assessments and accurate ratings.

POSITION PURPOSE

The successful candidate will be a leader in creating the systems, processes, tools to support ESG research across all Sustainalytics' research teams. The role will work closely with Research Team Leads and Research Leadership to drive continuous improvement, and to ensure high-quality research is completed to process and the team has the necessary tools, trainings, and support to meet the stated goals and objectives. The role will require working with the teams to develop new processes, tools, policies or updating and streamlining what is currently in place and managing the change process. You will play a critical role in improving and scaling research activities to meet the growing needs of Sustainalytics' research teams and clients.

KEY COMPETENCIES

- Strong analytical skills, a problem solver
- Self-starter with strong leadership skills and excellent communicator
- Knowledge of project and process management practices
- Has deep understanding of research processes and needs
- Experience building reports and dashboards using SQL, AppScript/Java/Python, PowerBI, PowerApps considered an asset
- Highly organized with the ability to juggle multiple priorities
- Experience working in a constantly changing and dynamic environment
- Proactive in seeking out learning opportunities
- Is passionate about ESG research

KEY RESPONSIBILITIES

This is a role with three core strands – driving technical insight and enabling program delivery.

- **Proactively support continuous improvement through improved tools and cross-team processes:**
 - Collaborate with key stakeholders from across the teams to identify gaps and inconsistencies; and develop, recommend, and implement improvements
 - Monitor and optimize research processes and procedures to ensure the optimal balancing of efficiency and quality in delivering on client/stakeholder obligations
 - Ensures the research teams have the tools and resources needed to meet their goals
 - Establish a process of continual improvement in policies, procedures, and support tools
 - Manage change processes
- **Enabling research delivery by providing operational leadership (e.g. planning):**
 - Lead or facilitate specific research processes that require cross-team coordination, e.g. planning
 - Understand the needs of the researchers in the Research Team
 - Provide coaching, mentorship and training to research team members as appropriate and according to the specific needs of the individual and the group.
 - Anticipate obstacles before they arise and resolve them
 - Facilitate opportunities for collaboration and create relevant connections
 - Identify new project requirements by interviewing stakeholders and staff, develop solutions, and roll them out effectively
- **Design, develop and maintain regular reporting solutions for various stakeholders across the Research Team**
 - Design and maintain up-to-date dashboards of ongoing research and Research Team activities and management data and meticulously track their status
 - Ensure consistent usage of the tools and management data by all Team Leads.

- Contribute to the construction of internal data infrastructure to support future enhancement in reporting and analysis
- Drive the development of a mature data mindset within and external to the Research Operations team
- Track, measures and reports on agreed daily, monthly and quarterly metrics to the all stakeholders.

TO APPLY

If this opportunity sounds appealing to you, please submit your resume and cover letter on our careers website [HERE](#) All applications will be treated with the highest level of discretion and will be accepted until January 25th, 2019.

Sustainalytics thanks all candidates for their interest. Only those selected for an interview will be contacted.

Sustainalytics accepts applications directly from applicants only; no employment or recruitment agencies, please.

In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. Sustainalytics is committed to accommodating individuals with disabilities, upon request.