

Job description: ESG Manager

In order to further strengthen and enhance our ESG team EPRA is currently seeking a for a new hire for the position of ESG Manager. The full-time position is based in Brussels and will report to the Finance & ESG Director, whilst working with fellow ESG colleagues.

Responsibilities:

- Act as EPRA's ESG department expert under the leadership of the Director and manage and organise all aspects of the department in collaboration with other ESG colleagues including:-
- Supporting colleagues with the EPRA Sustainability Best Practices Recommendations (sBPR) the industry standard for sustainability public disclosure
 - BPR award assessment and related compliance activities liaising with the external consultants & current ESG colleagues
 - Assist ESG colleagues in maintaining the EPRA sBPR guidelines, educational activities for EPRA members (both property companies and investors) in regard to the Guidelines,
 - As & when needed, update the guidelines under the leadership of the Sustainability committee & fellow ESG colleagues
 - Liaising & supporting ESG colleagues with the sBPR advisory panel on queries from EPRA members on EPRA sBPR adoption and implementation
 - Support and maintain the sBPR database with ESG colleagues and IT consultants
- Together with the Finance & ESG Director, manage relationships with rating agencies and reporting standard setters (such as IASB, GRI, CDP, MSCI, GRESB & similar bodies)
- Together with the Finance & ESG Director, manage ad hoc projects & relationships with various ESG focused stakeholders.
- Perform deep reviews of policy documents, industry reports, directives, legislative proposals etc and prepare executive summaries for the senior management team.
- Act as EPRA's Sustainability Committee secretariat and coordinate the related activities
- Coordinate with the EPRA Communication department and other ESG colleagues, the promotion and other communication activities for ESG and all sustainability related items.
- Assist the ESG policy & advocacy manager with EU related policy matters including but not limited to EU Taxonomy and CSRD together and lead other ESG policy matters including IFRS Foundation related projects (ISSB)
- Support the Finance & ESG Director on ad hoc internal and external presentations
- Plan and organise the annual sustainability event and other ad hoc events for the benefit of the industry
- Participate in external ad-hoc working groups from time to time.

Desired skills & requirements:

- Master's degree or equivalent in a related discipline in Economics, Engineering, Environmental Sciences
- +5 years' experience in Sustainability/CSR area; knowledge of real estate sector and or capital markets is an asset
- Fluency in English
- Advance level expertise in MS Excel, PowerPoint and Word software
- Familiarity with sustainability reporting initiatives
- Understanding of building voluntary certifications (LEED, BREEAM etc)
- Knowledge of EU dossiers, in particular EU Taxonomy, is a plus
- Understanding of SBTi's and net zero target setting
- Excellent written, oral, and interpersonal communication skills with the ability to interact with company senior representatives
- Proven analytical and excellent project management skills

- Results driven self-starter, able to manage several projects in a fast-paced dynamic finance environment
- Ability to prioritise a dynamic workload and effectively meet deadlines

Contact:

To apply please submit your CV and motivation letter to careers@epra.com before 30th November 2022

About EPRA:

EPRA, the European Public Real Estate Association, is the voice of the publicly traded European real estate sector. Founded in 1999, EPRA is a not-for-profit association registered in Belgium. With more than 280 members, covering the whole spectrum of the listed real estate industry (companies, investors and their suppliers), EPRA represents over EUR 790 billion of real estate assets* and 94% of the market capitalisation of the FTSE EPRA Nareit Europe Index.

EPRA's mission is to promote, develop and represent the European public real estate sector. We achieve this through the provision of better information to investors and stakeholders, active involvement in the public and political debate, promotion of best practices and the cohesion and strengthening of the industry. Find out more on www.epra.com.

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