

## Job Description – Senior Reporting Consultant

### About Salterbaxter:

Not a comms agency, not your standard management consultancy.

We are a creative consultancy at the service of sustainability, on a mission to accelerate progress to a sustainable future. We do that by harnessing the combined power of deep ESG expertise and creative courage.

We are about Progress, not promises.

We help businesses set a path for a 1.5° future, unlock circular innovation, contribute to ecosystem resilience and ultimately, create value for All.

We create ambitious ESG strategies that capture hearts and minds, thus accelerating progress, innovation and growth. We set the strategy and then help activate it in a way that changes behaviours and brings everyone along – whether that's through reporting, stakeholder engagement or consumer campaigns.

For close to 25 years we have been collaborating with clients to imagine new futures and deliver transformational sustainability strategies that are both creative and credible. We work with businesses such as P&G, Lego, Ford, Logitech, Subway and many more.

We are proud of the Progress we have achieved to date and excited for what's next.

It takes a certain type of person to challenge the status quo and always ask 'what if?'.  
Have you got what it takes?

### Team Overview:

Our award-winning reporting team works with clients at the intersection of corporate reporting, digital communications, corporate purpose and Environmental Social Governance (ESG) issues.

We provide end-to-end services across annual, integrated and sustainability / ESG reporting and to clients across a range of sectors. The team is led by our Head of Reporting Advisory and consists of reporting consultants, account managers, project managers, designers, art workers and production managers. We also draw on a range of freelance copywriters and designers.

### The role in detail:

This role is an important part of our reporting team working closely alongside our Director of Sustainability Reporting and Head of Reporting Advisory.

A knowledgeable sustainability / ESG reporting and corporate reporting consultant who offers advice and counsel across the range of complex challenges our UK, European and North American reporting clients face. Responsible for the delivery of high-quality work and deliverables. This person will play a key role in driving day-to-day delivery of sustainability / ESG reporting and corporate reporting projects. This will involve working closely with account managers, copywriters, designers, artworkers/production team. This person will also contribute to new business development (meetings, proposals and pitches), supporting our Director of Sustainability Reporting and Head of Reporting Advisory.

*Project Delivery and Client management*

- Able to bring sound knowledge across a range of different sustainability issues and corresponding KPIs and management approaches
- Able to help clients develop and execute strategies to enhance their disclosure against regulatory disclosure requirements (e.g. CSRD, SEC, TCFD) and voluntary reporting frameworks and standards (e.g. GRI, SASB, SDGs, TNFD)
- Able to advise clients on how to enhance their disclosure in response to ESG ratings and rankings (e.g. ISS, MSCI, Sustainalytics, CDP)
- A clear understanding of regulatory requirements for corporate reporting in the UK (Corporate Governance Code, Companies Act etc.) and possibly abroad, as well as experience in helping companies transition to integrated reporting.
- Able to advise clients on the current and upcoming trends and developments shaping the reporting and disclosure landscape, including industry-specific insights – and the organisations driving this agenda (across NGOs, IGOs, ESG ratings and rankings, investor-led coalitions, etc.)
- Can effectively co-manage large, complex reporting projects (usually in collaboration with Account Managers) from reporting strategy, gaps analysis, peer/landscape review, pagination and content planning through subsequent content gathering, drafting, design and production
- Confident in facilitating workshops, leading meetings and engaging with client representatives
- Strong at identifying, synthesizing and communicating client challenges and solutions (written and verbal)
- Able to confidently produce drafts and final deliverables that are of high quality and technically sound
- Able to engage and manage a wide variety of stakeholders on the client side, including subject matter experts, C-suite executives, representatives of suppliers, customers, NGOs
- Good working knowledge of wider sustainability / ESG trends (beyond disclosure), use of data platforms, storytelling techniques, audience analysis, use of digital and other channels for wider comms and engagement

*Business Development*

- Contribute to reporting proposals – co-developing and presenting responses, collaborating with reporting team and beyond to understand client needs and opportunities for differentiation
- Collaborate to cross-sell other offers via client development, e.g., materiality, strategy and employee engagement
- Play a role in opening up opportunities through profile building and networking
- Work with the wider team to develop marketing material in relevant sustainability/reporting topics, e.g. through white papers, targeted research projects

**Previous experience:**

- Strong Demonstratable sustainability consulting experience in reporting
- Evidence of sound working knowledge of delivering disclosures against GRI, SASB, TCFD (as a minimum), UK reporting requirements, and overview knowledge of well-known ESG ratings and rankings and indices (preferable), e.g. ISS, MSCI, Sustainalytics, DJSI
- May bring a specialism in a particular sector but must demonstrate working experience on reporting assignments across several different sectors
- A formal qualification in a related sustainability field alongside agency/consultancy experience is preferable
- Experience in meeting financial targets is preferable
- Experience in assurance including the verification of quantitative and qualitative sustainability information would be a bonus

**Personal qualities and skills:**

- Proactive, organised and meticulous – passionate about meeting deadlines and solving problems
- Professional in outlook and a proven team player
- Excellent attention to detail
- Excellent written and verbal communication skills, able to respond and adapt to a range of situations and contexts
- Ability to work in an agile manner and adapt to fast-changing requests – internally and externally

**Competitive salary and great benefits**

We want to prove that being a consultancy on a big mission isn't at odds with running a really human business where life outside of work is as thriving and rewarding as everyone's actual work.

Our work culture, benefits and training programme are all set up to support this.

**The guiding principles we lead and work by:**

- **No Bullshit:** Honest, hard thinking must come first. Deep sustainability knowledge and no fluff. We bring expertise, insight and intel to every issue and every challenge. No lazy thinking, no short cuts.
- **Creativity with intent:** Sustainability needs creativity more than ever - a unique creativity, built on deep knowledge and ambition. Creativity with intent. Creativity to find new solutions to old problems, to make sustainability mainstream and attractive to all audiences.
- **Collaboration as an action, not a word:** We care and we look out for each other. We partner for success – with colleagues, with sister agencies, with clients and with stakeholders. We are all in this together and our success comes from collaboration, not competition.

Culture – a buzzword to many, but not to us. We're dedicated to making our work as enjoyable, balanced and rewarding as possible.

**Holidays**

**2 Reflection days** – 2 days a year to spend doing something that betters your mental health and wellbeing.

**Knowledge days** – one day every quarter to go and learn about something that will help you do your job better - become a climate change know all, learn how to animate that framework, make Ellen McArthur proud and get real about circularity or improve your research skills for that next piece of killer insight.

**3@3** - From June to August, we give you three afternoons off from 3pm to enjoy the sun.

**Christmas close** - Our office is closed from Christmas Eve midday to the first working day of the New Year.

## **Pension and Insurance**

**Pension** – our pension plan runs either as a contributory scheme, or the government-led auto-enrolment scheme.

**Income protection** – Providing you with financial support if you can't work because of illness or injury, and where appropriate, to give you professional help in planning your return to the workplace.

**Life assurance** – if your circumstances require life assurance, you are covered.

## **Health and wellbeing**

**Private medical insurance** - The option to join a private healthcare scheme with the good people of AVIVA. We've got your back.

**Help @ Hand** - Access to free information, counselling, emotional support, GP appointments, lifestyle coaches, personal trainers, wellbeing advice, and much more.

**Eyecare** - Free eye tests and £100 towards prescription eye wear (inc. contacts) is available to all employees

## **Learning and Development**

Our L&D team have a full programme available to everyone in the Groupe.

**Mentors** – We know the value of mentors, so at Publicis Groupe we have a group of active mentors, with diverse experience and skills, that you can tap into when you need it.

## **Travel**

**Discounted travel** - We'll buy your annual travel card for you and then deduct the reduced value from your salary throughout the year.

**Bicycle discount** - We support the government cycle-to-work scheme and can offer you a substantial discount on whatever bike you prefer – plus accessories.

**Work Your World** – The opportunity to work abroad for 6 weeks a year.

## **Other perks**

**Referral fee** - A friend of yours is a friend of ours. Refer them for a job at Salterbaxter and once they've passed their probation, we'll give you £3,000.