

## POSITION DESCRIPTION

### Responsible Investment Analyst

**Reports to:** Head, Certification and Ratings  
**Direct reports:** Nil  
**Position Status:** Full Time  
**Location** CBD, Melbourne

#### Position Purpose

The Certification Analyst is key to delivering Responsible Investment Association Australasia's (RIAA's) Responsible Investment Certification Program. In particular, the Certification Analyst works with RIAA members to complete certification and ratings applications, compiles the assessments and presents recommendations to the independent Certification Assessment Panel (CAP). This includes liaising with applicants, checking applications against the Certification Standard and undertaking due diligence of data included in applications.

#### The Organisation:

The Responsible Investment Association Australasia (RIAA) champions responsible investing and a sustainable financial system in Australia and New Zealand. RIAA is dedicated to ensuring capital is aligned with achieving a healthy society, environment and economy.

With over 400 members managing more than \$9 trillion in assets globally, RIAA is the largest and most active network of people and organisations engaged in responsible, ethical and impact investing across Australia and New Zealand. Our membership includes super funds, fund managers, banks, consultants, researchers, brokers, impact investors, property managers, trusts, foundations, faith-based groups, financial advisers and individuals.

We are a not for profit organisation with a small collegiate team working from Melbourne and Sydney. We work collaboratively, respecting one another and valuing flexible working conditions. We work hard, are self-driven, take responsibility, and are professional. We are passionate about and enjoy what we do, and we strive to make an impact.

#### RI Certification Program

RIAA's Responsible Investment Certification Program is the leading initiative for distinguishing quality responsible, ethical and impact investment products and services in Australia and New Zealand.

RIAA's RI Certification Program is the longest running responsible investment program in the world, and our certification symbol is the most trusted mark for responsible investment products and providers, across Australia and New Zealand.



CERTIFIED BY RIAA

## **Responsibilities:**

The Certification Analyst is a key member of the Certification Team, which delivers the Responsible Investment Certification Program.

### Key responsibilities

- Complete product certification assessment and present for approval to the Certification Assessment Panel
- Liaise with members to understand their priorities for certification and assist members with their certification application
- Use external research tools for portfolio analysis
- Analyse Certification Program data for KPI reporting and other uses
- Ensure accuracy and timeliness of data on the Program's data portal and [www.responsiblereturns.com.au](http://www.responsiblereturns.com.au)
- Provide administrative support to the Certification Program
- Assist in the development of assessment guidance notes
- Input into RIAA communications drawing on content from Certification Program, such as factsheets
- Other duties, as directed by the Head, Certification and Ratings

### **Selection criteria**

- Ability to read and interpret public facing information documents such as Public Disclosure Statements, Information Memorandums, Stewardship reports and corporate websites
- Relevant tertiary qualification and demonstrated interest in responsible and ethical investment
- Highly developed research and analytical skills
- Excel, Tableau and/or database skills
- Experience with, or ability to learn, online research tools and platforms
- Demonstrated high level of detail and accuracy
- Good professional interpersonal skills, particularly spoken English language for engaging members by telephone
- Demonstrated ability to meet multiple, overlapping deadlines
- Ability to work within a team environment and across functional teams