

Position Description

Position Title	Impacts Analyst
Employment Type	Permanent and full time
Reports to	Director of Impacts and Partnerships
Purpose	Work with the Director of Impacts and Partnerships to support analyses and research into the outputs, outcomes and impacts of ASI’s efforts towards continual improvement on sustainability issues in the aluminium value chain.
Salary	A competitive package in the order of 45,000 Euro (taking into account experience, location, and benefits required by law in the candidate’s location, such as pension and leave allowances).
Overview	This is a newly created role working with the ASI team to contribute to data collection and analyses for ASI’s Monitoring and Evaluation (M&E) plan. We are seeking an early career professional with a scientific, research or analytical background in environmental or sustainability programs.
Location	Home office, preferably based in the Netherlands. All current members of the ASI Secretariat work from a home office in various countries (Australia, Canada, China, Germany, Netherlands), collaborating as a virtual team with periodic in-person meetings.
Terms of Appointment	ASI is an equal opportunity employer. We support flexible, home-based working, and so the pattern of daily working hours may vary according to operational and personal needs. ASI works across different time zones, and early morning or evening work may be required occasionally to connect with the team and our stakeholders.

About Aluminium Stewardship Initiative (ASI)

The Aluminium Stewardship Initiative (ASI) is a dynamic and ambitious organisation dedicated to the responsible production, sourcing and stewardship of aluminium globally. Our vision is to maximise the contribution of aluminium to a sustainable society.

We have a global multi-stakeholder membership of more than 140 organisations, comprised of companies throughout the aluminium value chain from mining, recycling and downstream use sectors, civil society organisations, associations and other supporters.

Our core focus is the ASI Certification program which aims to promote improvements in the key environmental, social and governance impacts of aluminium through credible standards and independent assurance.

ASI is incorporated in Australia as a non-profit organisation and Registered Charity, and is run by a dedicated and globally distributed Secretariat. More information on ASI can be found at: www.aluminium-stewardship.org

Key duties and responsibilities

The position will include the following responsibilities:

- Execute monitoring and evaluation (M&E) activities, including accurate and timely collection and preparation of data, analyses and research for internal and external projects
- Provide quality assurance, including data verification, on data sets and indicators
- Develop innovative ways to analyse, present and visualise data and findings to enable accessibility by a range of stakeholders
- Contribute to periodic reviews of the ASI M&E Plan and List of Indicators
- Contribute analyses to ASI's regular communications and stakeholder updates, including content for the ASI website, periodic reports and regular newsletters
- Capture learnings from M&E processes to share for internal and external reviews and use for program improvement
- Contribute to ASI's compliance cycles with the ISEAL Impacts Code of Good Practice
- General
 - Gain a detailed understanding of ASI's standards and assurance processes
 - Work within ASI's policies and procedures
 - Promote quality and continuous improvement in ASI's activities
 - Work collaboratively with key external stakeholders and partners
 - Support the broader work of the ASI Secretariat in relevant workstreams

Desired skills and experience

We are looking for a graduate or early career professional that has:

Qualifications:

- Graduate or postgraduate qualifications in a relevant discipline such as science or engineering

Experience:

- Experience in scientific, research or analytical projects on sustainability topics such as GHG emissions, wastes and other emissions, biodiversity, material stewardship, and/or chain of custody and material/mass flow
- Experience working with databases and data management, compilation and analysis
- Experience with data visualisation and communication of findings to a general audience
- Experience in applied research or in industrial settings is desirable

- Experience with the aluminium value chain (producers and/or users of aluminium) or similar industries is desirable
- Experience with certification or industry compliance programs is desirable

Skills:

- Excellent analytical and numeracy skills are essential
- Excellent business communication skills in English
- Additional language competencies are desirable, particularly German or Japanese
- High level of inter-personal skills, in particular cross-cultural communication
- Interest and ability to understand the detail of ASI's Standards and supporting Guidance
- Strong values of accuracy and attention to detail in your work
- Collaborative approach to teamwork and projects
- Ability to work with remote management and a decentralised team
- Proficiency with MS Office and general business tools for cloud-based collaboration

In addition:

All candidates must have authorisation to work in their designated home country.

How to Apply

Email to gia@aluminium-stewardship.org with "ASI Impacts Analyst" in the subject line by 2 February 2021 with **one PDF file** containing:

- resume (no more than 2 pages, no photos)
- cover letter (no more than 2 pages) which address how your education and experience align with the position. Please indicate your starting date availability and where you learned about the position.

Start date

We hope to conclude the recruitment process to enable the successful candidate to commence in **February or March 2021**.

Important to note:

- All candidates must have authorisation to work in their designated home country.
- Preliminary interviews will be conducted through web-based conferencing. Short-listed candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.
- The offer is also subject to satisfactory pre-employment checks.

ASI is an equal opportunity employer, committed to being inclusive in our work and decision-making process and where diversity is valued.

If you have accessibility requirements or require additional support to participate in our recruitment and selection process, please contact Gia on gia@aluminium-stewardship.org