

# PROJECT MANAGER, PRI COLLABORATION PLATFORM

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**Location:** London

**Duration:** Fixed-term 12 months

**Start date:** This position is immediately available

**Remuneration:** 40-45K

**Closing date:** 23 August 2017

## About the PRI

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by former UN Secretary-General Kofi Annan, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. The principles are supported by a Secretariat that promotes the PRI and provides implementation support to signatories. See [www.unpri.org](http://www.unpri.org).

## Job description

This role will support a multi-team project to develop and deliver a platform to support collaborative investor engagement activity and information exchange. This platform will replace and broaden the scope of the existing PRI Collaboration Platform, which houses collaborative investor activities on ESG issues with investee companies. Key functionalities of the platform will include content posting, private workspaces and automated communications, as well as data tracking and analysis. The Collaboration Platform will also require integration with Salesforce, the PRI's website and other internal platforms.

This position requires knowledge and enthusiasm for sustainability and responsible investment as much as project management experience and adequate knowledge of current collaborative IT technology and systems.

This is a fixed term contract with the opportunity to extend to a permanent placement that focuses on management, promotion and growth of the Collaboration Platform.

The post-holder will oversee the proactive management of the current PRI Collaboration Platform. This includes ensuring up to date content that is promoted via newsletter and alerts, and successful tracking of information for analysis.,

The PRI's collaboration platform provides PRI signatories with a private forum to pool resources, share information and engage with listed companies, policymakers and other actors in the investment value chain on ESG issues. Over 500 PRI signatories have been involved in at least one collaborative initiative since the platform was launched at the end of 2006, and more than 800 collaborative proposals have been posted since then.

## Responsibilities

### 1. Develop a new “fit for purpose” collaboration platform which uses the most effective technology and easily promotes interactions amongst signatories :

- Work closely with the IT and Communications team to develop a Request For Proposal to build a new platform that can address the needs of multiple stakeholders
- Select developer, coordinate scoping workshops and monitor progress of work through clear feedback channels
- Consult with other PRI teams and signatories for input where necessary
- Report progress or budgetary concerns with line manager
- Ensure regular testing and deployment throughout development
- Prepare marketing materials and clear tutorials for the PRI team and signatories

### 2. Manage the current Collaboration Platform (supported by staffing resource):

- Manage administrative support staff that will assist with the delivery of the following aspects:

Ensure timely uploads of new proposals through authorisation system, including accurate categorisation to support analysis

- Regularly review and request updates for priority engagements and posted initiatives, with support from ESG Engagement (ESGE) officers. Provide administrative support where possible/ appropriate
- Analyse platform usage quarterly using statistics, feedback from signatories and ESGE team
- Actively seek out results from shareholder resolutions data and run statistics on collaborative engagements and usage of the platform
- Manage and promote the pre-declaration of voting intention system within the platform

### 3. Promote uptake of the current collaboration platform internally and by signatories:

- Train PRI teams on the platform and its features
- Provide updates on target companies in networks to encourage local signatories participation
- Map out emerging collaborations and build relationships with leading organisations
- Develop the Collaboration Platform as a hub, monitoring external services and looking for synergies
- Prepare internal and external communications (weekly alerts and monthly newsletter update)
- Monitor views and usage data, and delivery quarterly statistics update.

## Requirements

### ESSENTIAL

**This is a content role with some technical requirements around user-interfaces relating to common technology platforms. As such fluency in both spoken and written English is essential along with a reasonable exposure to web technologies & collaborative online platforms.**

- Educated to degree level (or equivalent) in a relevant discipline
- Experience in delivering integral IT projects with diverse stakeholder needs
- Experience mapping/migrating data or databases
- Advanced knowledge of relevant IT platforms and interface operations and integration, including Salesforce
- Excellent verbal and written communications skills
- Strong attention to detail
- Diplomacy, tact, and ability to work well in teams
- Must have the right to work in the UK

### DESIRED

4. Understanding of responsible investment and shareholder engagement activities
5. Fluency in an additional language relevant to the financial markets. French, Spanish or Japanese would be advantageous

**Note: This is a temporary position for 12 months with opportunities of renewal at the end of the contract. PRI Association are also open to flexible hours; 4 days per week rather than 5. This can be discussed at interview stage.**

If you would like to apply please email a copy of your cover letter and CV to [careers@unpri.org](mailto:careers@unpri.org) by 23 August 2017.