

Sustainability Reporting Manager

Alternative titles:

ESG Reporting Manager
Climate Reporting Manager
Sustainability Disclosure Manager
Sustainability Reporting & Assurance Manager
Sustainability & External Reporting Manager
Group Sustainability Reporting Manager

Role Purpose:

The Sustainability Reporting Manager plays a critical part in strengthening an organisation's sustainability reporting by managing and supporting data-driven workstreams and projects that advance the global sustainability agenda. The purpose of this role is to bring strong analytical and project management skills, a commercial mindset, and a sound understanding of sustainability reporting requirements to support the organisation's disclosure obligations, including mandatory and voluntary reporting standards, in a regulatory environment that continues to evolve.

Accountabilities:

- Lead and coordinate data-related sustainability projects, ensuring clear scoping, stakeholder engagement, and timely delivery
- Support the preparation of sustainability disclosures, including data gathering, validation, narrative drafting, and alignment with internal and external requirements
- Collaborate with business units across multiple jurisdictions to collect, cleanse, examine, and interpret sustainability-related data, including Scope 1, 2 and 3 GHG emissions data
- Analyse quantitative and qualitative data to identify trends, risks, and improvement opportunities
- Contribute to the development and refinement of internal reporting processes, controls, and documentation
- Support the use of sustainability reporting and ESG data management platforms to streamline data collection, assurance readiness, and disclosure production
- Provide support for voluntary reporting, such as CDP and ESG ratings agencies (MSCI, S&P, ISS ESG, Morningstar Sustainalytics, FTSE, etc.)
- Monitor changes to global sustainability reporting regulations, standards, and voluntary frameworks, providing summaries and recommendations to the sustainability reporting team
- Prepare clear, concise analysis and written materials for internal audiences, including Senior Management and the Board
- Support assurance processes by coordinating information requests and providing high-quality supporting evidence
- Partner with Communications and Investor Relations teams to translate sustainability performance into clear, accurate external messaging

Experience/Skills:

- A minimum of five years' experience in sustainability reporting, sustainability assurance, ESG advisory, or a related field
- Working knowledge of key sustainability standards and frameworks (e.g. ASRS/AASB S1 & S2, GRI, SASB, TCFD, CSRD/ESRS, or similar)
- Understanding of GHG accounting and emissions data management (Scope 1, 2 and 3)
- Strong problem-solving skills with the ability to use data to answer business questions
- Strong Excel skills (data cleaning, functions, lookups, pivot tables); familiarity with sustainability reporting software (e.g. Workiva, Greenomy, or similar) an advantage
- Excellent written and verbal communication skills, with the ability to translate technical information into clear and accessible commentary
- High attention to detail and a commitment to accuracy and data integrity
- Ability to work independently, manage multiple tasks, and build effective relationships across diverse stakeholder groups
- Understanding of assurance processes and internal controls over sustainability reporting
- Experience with science-based target setting and validation (e.g. SBTi), sustainability rating agencies, and materiality assessment would be an advantage

Years' experience:

5 years+ experience

Number of reports:

- Direct: 1-3
- Indirect: 1-3