ROLE PROFILE FOR ANALYST RESPONSIBLE INVESTMENT

THE CHURCH OF ENGLAND
NATIONAL CHURCH INSTITUTIONS

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

About the department

The Church of England Pensions Board ("the Board") is a statutory body which is a corporate trustee and administrator of four pension schemes, including both defined benefit (final salary, hybrid and CARE) and defined contribution arrangements. Almost 44, 000 people and 700 Church organisations rely on the Board for their pensions. The Board also provides housing services, providing over 2,400 residents with retirement housing.

The Board's investment team stewards approximately £3.4 billion in a diversified investment portfolio. The team are responsible for ensuring these funds are invested responsibly and with consideration to the ethical values of the Church.

What you'll be doing

The purpose of this role is to support and deliver key responsible investment and stewardship functions within the Pensions Board, enabling the Board to maintain a position as a recognised leader in responsible investment. This role will be line managed by the Managing Director, Responsible Investment and will work alongside two other Responsible Investment Analysts within a Responsible Investment team of seven.

MAIN DUTIES AND RESPONSIBILITIES

Research

- Preparing analytical research on responsible investment topics relevant to ethical and responsible investment on governance, environmental and social issues, in close collaboration with the investment team (responsible investment specialists), and in support of the Board's stewardship strategy.
- Preparing analysis, benchmarking and briefing on specific companies or issuers in support of the Board's engagement activities and programmes.
- Support process improvements, including use of external data providers and technology, to streamline research and data for stewardship and responsible investment.

Industry engagement

- Representing the Pensions Board on relevant working groups or in forums related to areas of thematic research and coverage as appropriate.

Proxy voting and screening

- Supporting the delivery of the Board's proxy voting processes, recording vote rationales where we vote against management, and supporting the reporting of our voting patterns to internal and external audiences.
- Contributing to screening policies and approaches, including participating in annual screening exercise.

Reporting

- Monitoring and reporting of the Board's stewardship activities, to meet regulations, internal expectations and the Board's various external commitments (including the UK Stewardship Code, Principles for Responsible Investment, Net Zero Investment Framework and TCFD).

About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Strategic and Organisational

- Proven ability to undertake research, company analysis, and administrative duties to support responsible investment projects and activities.
- Demonstrable ability to produce high quality outputs such as letters, briefings and presentations, within a defined timeframe.
- Strong organisational skills and competence in using standard computer software to facilitate effective communication and data analysis and management.

Knowledge

- Knowledge of the topics relevant to the focus of this role, as highlighted by the Board's stewardship strategy and ethical investment policies.
- Understanding of responsible investment, ESG and/or climate change, social and governance topics.
- Understanding of the Pension Board's responsible investment approach.

Desirable

- Some knowledge of investment practices and corporate governance and reporting on sustainability topics.
- Knowledge of or experience engaging with the mining industry.
- Experience in using artificial intelligence, data platforms and/or other tools and technologies to streamline and improve data analysis and research.

Personal Attributes

- Enthusiasm and ability to learn and develop new skills.
- Collaborative approach to working effectively as a team and problem solving.
- Interest in social, environmental, or governance issues.
- Affinity for and interest in responsible investment as means to support and deliver a just and sustainable world.

Key Working Relationships:

This role will work across the entire Investment Team including:

- Managing Director, Responsible Investment
- Director of Governance and Stewardship
- Analysts, Responsible Investment
- CRIO
- Deputy Chief Responsible Investment Officer
- Investment Team, including the Investment Operations team
- Other National Church Institutions staff and team

Vacancy Summary

JOB TITLE:	**Analyst, Responsible Investment**
NCI ENTITY:	Church of England Pensions Board
DEPARTMENT:	Pensions Board Investments
GRADE:	Band 3 Market Rate Salary- £58,000 per Annum
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid working with 1-2 days in office preferred
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes ☐ No ☒
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes ☒ No ☐
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☐ Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐
ORACLE POSITION CODE:	8101158
COST CODE:	34100
PARENT POSITION:	Managing Director, Responsible Investment