

JOB DESCRIPTION

Job Title:	ESG (Environmental, Social and Governance) Coordinator
Staff/Contractor	Staff Position
Department:	ESG
Onshore/Offshore:	Onshore with potential site visits
Location:	Aberdeen
Reports to:	Senior ESG Analyst

Role Purpose

Write a short description of the role below:

As the Company and organisation grows, the ESG Coordinator role will play an increasingly important part in supporting Serica's approach to Environmental Stewardship, Social Responsibility and Strong Governance.

The role will be integral to supporting the Company's external ESG disclosures and building momentum and driving engagement across the Company's staff-led Committees and the wider organisation.

This role supports the collation and validation of data in aid of delivering Serica's ESG disclosures. The ESG Coordinator will also regularly interact with staff and contractors across its onshore and offshore sites to implement ESG initiatives and programmes as well as maintaining and forming new relationships with external organisations and community groups. The role will also support internal communication relating to ESG activities to inspire and recognise tangible positive progress.

The position will be based in Aberdeen.

Areas of Responsibility

Geographical Span:	Serica Assets- UKCS
Budgetary Responsibilities:	No
Direct Reports:	No
Travel Required:	Occasional

Main Tasks

Please note that this list of duties is not exhaustive and employees will be expected to undertake reasonable duties commensurate of their role and grade.

Strong Governance:

- Support with the collation and validation of data for the annual ESG reporting and other associated disclosures (CDP, IFRS, etc)

- Assist with the Annual Emissions Audit for ESG reporting
- Support with the engagement with ESG rating Agencies
- Input to the development of policies and procedures to improve the robustness of Serica's ESG reporting practices
- Review and highlight emergent ESG reporting trends and support with assessment of applicability to Serica

Social Responsibility:

- Proactively coordinate activities across the Company's environmental and social initiatives, in areas such as Biodiversity, Charities & Fundraising and Diversity & Inclusion and ESG Champions
- Facilitate regular meetings for ESG Committees and prepare content to aid these meetings
- Review Committee budgets and track spend
- Prepare engaging ESG communications for internal audiences and liaise with Internal Communications Function
- Attend relevant industry events and build a strong network
- Develop and manage relationships with external organisations to deliver ESG initiatives

Environmental Stewardship:

- Support with the quantification of the Company's Scope 1, 2 and 3 GHG emissions
- Liaise closely with the Company's Health, Safety, Environmental and Quality (HSEQ) team

Professional and Behavioural Skills, Educational Requirements	
Professional Skills	
Essential:	• Strong knowledge and understanding of ESG principles, reporting frameworks and legislation • Data visualisation, analysis, and management skills • Pro-active and strong learner • Good communication skills and ability to inspire others • Tactical delivery focus
Behavioural Skills	
Essential:	• Enthusiasm and passionate about corporate environmental and social responsibility • Ability to adapt to change and be dynamic • Ability to foster a strong ESG culture and lead initiatives
Education Requirements	
Essential:	• Degree level or demonstrable equivalent experience