

**Position details**

<b>Title of Position:</b>	Sustainability Analyst
<b>Reports to (position title):</b>	Manager Sustainability
<b>Division:</b>	Legal, Risk & Governance
<b>Function:</b>	Sustainability
<b>Number of Direct Reports:</b>	Nil
<b>Grade:</b>	4

**Health, Safety & Wellbeing**

*ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.*

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

**Position Overview**

The Sustainability Analyst is an integral contributor to the evolution of ElectraNet's Sustainability Strategy, playing an important part in delivering the sustainability data collection, analytics and reporting to ensure we meet our Sustainability Strategy targets and goals.

This role is accountable for supporting both projects and the Sustainability team operationally in the implementation of the Infrastructure Sustainability Council (ISC) Rating Framework, while also contributing or being responsible, where required for the delivery of our Global Real Estate Sustainability Benchmarking (GRESB), National Greenhouse and Energy Reporting (NGER) along with periodic reporting on carbon reduction and other sustainability commitments ensuring alignment with our broader ESG and sustainability objectives. This role will work closely with all members of ElectraNet's Project Delivery & Sustainability teams, as well as a broad range of internal and external stakeholders across our South Australian operations.

Success in this role is characterised by impactful and influential sustainability insights, clear strategic thinking, preparation of timely, accurate and high-quality sustainability reporting and an ability to establish and maintain relationships across broad stakeholder groups.

## Key Responsibilities

### Operational & Technical

Assisting the Sustainability Manager in driving the evolution of sustainability at ElectraNet's, engagement and effective communication with the broader ElectraNet business and key stakeholders, responsibilities include:

- Support the ongoing evolution and implementation of ElectraNet's Sustainability Strategy and the implementation of initiatives to help ElectraNet achieve key objectives.
- Lead ElectraNet's sustainability data collection and monitoring
- Responsible for annual, quarterly and ad-hoc sustainability reporting including GRESB, NGER, Board/Executive/investor reports and investor/shareholder/insurer information requests as required.
- Foster relationships across ElectraNet to support engagement and collaboration.
- Progress the development of key sustainability communications such as annual sustainability reporting, green finance reporting, sustainability website updates, newsletter, social media and other forums.
- Support communication with key stakeholders, notably ElectraNet's Board and Executive, investors and ESG Ratings agencies.
- Maintain awareness of industry and regulatory trends and applicable legislative and regulatory changes as they relate to sustainability/ESG issues.

### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

## Significant Working Relationships

- ElectraNet Sustainability team
- ElectraNet Corporate Development division
- ElectraNet Project Delivery teams
- ElectraNet Finance and Treasury teams
- ElectraNet Assets division
- Infrastructure Sustainability Council
- Global Real Estate Sustainability Benchmark (GRESB)
- Sustainability Consultants and Auditors
- National Greenhouse and Energy Reporting (NGER) Regulators

## Equipment & Technology Used

- Microsoft Office Suite

- SAP
- PSA
- Sustainability reporting platforms

## Selection Criteria

### Knowledge & Experience

#### Essential

- A passion for sustainability, data analytics and using the tools of the business to drive positive sustainability outcomes.
- As a guide 1–3 years' proven experience in delivering sustainability or related programs in a corporate environment.
- Expertise in climate action and emissions reporting to support ElectraNet's target setting, net zero planning and climate risk management.
- Strong understanding of sustainability in infrastructure, including climate resilience, resource efficiency, and social impact.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Able to manage and work collaboratively with cross-functional working groups.
- Able to multi-task, set priorities, meet tight deadlines with strong attention to detail, project and time management skills.
- Strong organisational and data management capabilities
- Critical thinking and analytical ability to conceptualise, apply, analyse and evaluate data.
- Demonstrable, advanced written and verbal communication skills; good interpersonal skills.
- Demonstrable ability to work as a team member and actively promote office harmony.

#### Desirable

- Experience working with the Infrastructure Sustainability Council (ISC) Rating framework, including familiarity with rating categories, credit requirements, and submission processes.
- Understanding of sustainability principles in infrastructure, including climate resilience, resource efficiency, and social outcomes.
- Experience supporting or preparing GRESB and/or NGER reporting.
- Familiarity with sustainability reporting tools and platforms.
- Flexible approach to working hours and after-hours commitments.
- Electricity Industry background an advantage.

#### Qualifications

- Relevant tertiary qualifications in sustainability, engineering, environmental science, or a related field. (essential).
- ISC Accredited Professional (ISAP) certification or willingness to obtain (desirable).
- South Australian Car Driver's Licence (or eligibility to obtain one if international candidate).
- White Card training (desirable).

#### Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.