

**Job description: Analyst Corporate Affairs, Sustainability & ERM**

**Location: Binley Office, UK**

**Core tasks**

- Helping **prepare management information** for regional leadership strategy and results meetings, particularly slide preparation
- Preparing analysis and **information based on ad hoc requests** from the Regional President and Corporate areas, often for use in Exco or board meetings
- Coordinating meaningful and **impactful monthly reporting** of the functional area's activities and value adding activities, linking them to the business priorities
- Supporting preparation of compelling materials on our **'Future in Action' overall progress**, for communication internally and also externally to customers and other stakeholders, for presenting directly to them and at key event speaker opportunities
- Mapping and tracking our **performance** across a wide range of KPI's in the region, advising the functional management team of threats and opportunities to targets
- Finding innovative ways to **manage the complex web of data** that we hold and require, and prepare Power BI reports for easy access and reporting
- Forming a strong alliance with planning / GES, to track and help **control functional Opex costs, forecasting and budgets**
- Supporting **continual optimisation of coordination** among the functional departments, business units and Europe/AMEA structures to ensure best alignment and communication - forming alliances with the central functions, other regional functional and business areas

**Secondary tasks, including learning and development**

- Performing strategic analyses of **business impacts of rapidly changing regulations** and requirements, position paper writing, along with tactical advice on how to maximise opportunity, minimise cost and administration burden
- Researching **new trends, technologies and solutions in innovation for our department areas**, writing compelling business cases for implementation, with associated communication and positioning
- Stay close to **Sustainable Construction Trends**, mapping competing material activity and driving comparative analysis at product and built environment level (e.g. steel vs timber vs concrete)
- Tracking activity in **trade associations** with functional and business areas, and supporting alignment of messages across the region to Company representatives

**Skills requirements**

- High analytical and slide preparation skills using MS Office and business tools and available information, along with financial accounting and forecasting principles
- Experience in presenting often complex information and scenarios in an engaging manner
- Knowledge and business experience (or a willingness to learn) of some of the principles of Sustainability/CO2, Communications, Public Affairs, Social Impact, ERM and Security would be an advantage

**Closing date for applications: 31st October 2023**

**For further information contact [maninder.bains@cemex.com](mailto:maninder.bains@cemex.com)**