

Transition Plan Taskforce (TPT)

Roles for technical specialists and secondees

February 2023

As the TPT moves into its next phase of work, the Secretariat is looking to bring in technical specialists to support in several areas.

Roles include:1. Technical specialists (sector-specific)

- Conduct research and draft guidance for transition plans in one of a number certain sectors, which may include asset management, electric utilities or food and agriculture.
- Support sector Working Groups, where appropriate.
- 1-2 days/week for approximately 12 months, depending on specific project needs.

2. Technical specialists (thematic)

- Conduct research and draft guidance on the link between the TPT Disclosure Framework and one of a number of themes, including nature, adaptation and just transition.
- The Secretariat is also interested in those with expertise in climate-related disclosures by small and medium-size enterprises; the applications and utility of disclosures and reporting in emerging markets and developing countries; and the links between debt and credit issuance and transition plans.
- Support thematic Working Groups, where appropriate.
- 1-2 days/week for approximately 12 months, depending on specific project needs.

3. Secondments into the TPT Secretariat team

- Project management of one or more sector-specific Working Groups. Key responsibilities to include: organising meetings, participating in technical discussions, and tracking actions.
- Review sector-specific guidance, ensuring it is of high quality and aligns with the TPT Disclosure Framework.
- Organise expert roundtables to obtain feedback on the development of sector-specific guidance.
- Collate and process feedback provided by sector experts. Update draft guidance to reflect feedback received.
- Full time until end-March 2024.

Desirable skillsets:

For roles 1 and 2 (technical specialists), experience should include:

- Drafting guidance for corporate disclosures/transition plans/transition pathways or similar.

- Working with senior stakeholders across the relevant sector.
- Knowledge of the latest guidance and thinking on the sector/topic, in the UK and globally.
- Familiarity with the TPT process and aims.
- Desirable: experience of working with diverse stakeholders in policy/standard making processes.

For role 3 (TPT Secretariat secondment), a candidate should have:

Essential:

- At least three years of experience, including project management.
- Strong organisational and time management skills.
- Substantial stakeholder management experience, including with senior stakeholders.
- Attention to detail and high-quality presentation skills, both verbally and written.
- Ability to work well with other team members.
- Comfortable working independently on tasks.
- Sustainability experience in the private and/or public sectors.

Desirable:

- Experience of working with private sector climate disclosures in mainstream reports (e.g. preparing/advising/assurance).
- Experience of working within specific financial sector and industry sub-sectors.
- Experience of preparing climate disclosure guidance for firms (ideally in a financial regulation context).
- Awareness of the latest thinking and developments in transition plans.
- Understanding of relevant UK policy and international processes for green finance/disclosure.

These roles may be secondments or contracted work. These would be arranged with the Centre for Greening Finance and Investment (CGFI) or E3G. CGFI and E3G provide the Secretariat for the TPT

The Secretariat will consider enquiries on a rolling basis.

To enquire about opportunities please contact jacques.morris@smithschool.ox.ac.uk (copying: nina.pimblett@e3g.org and sophie.english@e3g.org), detailing:

1. which role(s) you are interested in;
2. your CV;
3. your availability; and
4. confirmation of whether you/your organisation can provide services pro-bono and, if not, your expected remuneration/day rate.

