



DATA MANAGEMENT ASSISTANT

Job Description

The Data Management Assistant role is a new part-time position (14-18 hours per week) created at the International Aluminium Institute (IAI) to assist with research, data analysis and input, supporting the management of our material flow website and data collection.

This role represents an exciting opportunity for a data and analytical focused individual, with flexible hours and the opportunity to work remotely.

The successful applicant will form part of a high-quality team of professionals predominately based in London and will work with global companies at the forefront of delivering products and sustainable business models that meet modern consumer expectations.

Data Management Assistant

Location

The IAI offices are based in St James's, London. The IAI offer hybrid working options including the ability to work partly from home – if this is desired, the successful applicant should have a good set up to be able to work from home (i.e., a desktop or laptop computer with web cam and audio, along with a reliable and fast WIFI connection. They must also be easily contactable).

Purpose

The purpose of the role is to work closely with the Director – Scenarios and Forecasts and the Manager – Statistical Analysis, to undertake specific projects on greenhouse gas emissions, energy and trade, which will be expanded over time. There may also be opportunities to work on other sustainability projects in the future.

Duties

The duties of the IAI Data Management Assistant include:

- Support data analyses, mining and visualisation activities;
- Manage complex and large Excel spreadsheets;
- Uploading data and supporting the management of our material flow website;
- Data upload to our material flow website ([alucycle](#));
- Run Python codes to download and process production and trade data (no previous knowledge of Python is required);



- Use Life Cycle Analysis Software Gabi Envision to produce greenhouse gas datasets for the industry (no previous knowledge of Gabi is required);
- Assist with data management of the IAI greenhouse gas calculator.

Key relationships

The IAI Data Management Assistant will also work with other IAI staff to support them on specific data-oriented tasks as directed. They will also work with member companies, industry collaborators and other partners.

Personal qualities

The IAI Data Management Assistant will have the following qualities:

- Educated to degree level in a related subject;
- Exceptional statistical and analytical skills;
- Self-sufficient in producing reports and correspondence;
- Ability to work remotely as part of a team;
- Excellent command of written and verbal English language;
- Excellent command of Chinese language is a bonus;
- Proficient user of Microsoft Office suite.

Salary

A salary appropriate to the skills and experience of the successful candidate will be negotiated in the expected range of £25-£30k per annum (pro rata).

About the IAI

The International Aluminium Institute (IAI) is the only body representing the global primary aluminium industry.

The IAI was established in 1972. Current IAI membership includes global bauxite, alumina and aluminium companies in all the major producing regions. While the Institute works closely with the national and regional aluminium associations, with which it shares many members, the associations themselves are not members of the IAI.

Through the IAI, the aluminium industry aims to promote a wider understanding of its activities and to demonstrate both its responsibility in producing the metal and the potential benefits to be realised through its use in sustainable applications and recycling.

Aluminium producing companies are eligible for IAI membership, which brings benefits including access to performance benchmarking data and industry trend modelling as well as the opportunity to lead and engage in global industry initiatives on issues of common interest.

The work of the IAI is overseen by its Board of Directors, with each member company having a representative at senior management level, usually the chairman or CEO. The Board of Directors meets twice a year, with all members entitled to vote and representation at the Annual General Meeting.



With a focus on international and industrywide issues, IAI's global wide-ranging role, which is both proactive and reactive, is:

- To inform and build community understanding of aluminium as a material that improves living standards and contributes to a sustainable future.
- To promote the global market for aluminium products.
- To support the industry in meeting challenges from competing materials, customers and other stakeholders based on production impacts

The IAI's key objectives are:

- To increase markets for aluminium products by raising awareness of their unique and valuable qualities.
- To be the global forum for aluminium producers on matters of common concern and to co-operate with regional and national aluminium associations efficiently and cost effectively.
- To identify common issues in the production, use and recycling of aluminium, which are of potential concern to the membership and to promote appropriate responses, including research.
- To encourage and assist continuous improvement in healthy, safe and environmentally sound production.
- To collect, analyse and publish/disseminate statistical and other information on the industry.
- To communicate the views and positions of the aluminium industry to international agencies and other stakeholders.

The IAI is a UK-based company with a registered office in London. It is overseen by its Board of Directors. Each member company has a representative at senior management level, generally the Chairman or CEO, on the IAI Board of Directors. The Board meets twice a year, and all members are entitled to vote and to be represented in the Annual General Meeting.

The IAI operates a number of Committees which provide direction, and input from members, on the work of the IAI. These Committees include Communication & Promotion; Environment & Energy; Health; and Bauxite & Alumina.

Staff

The IAI has 8 members of staff, comprising:

Miles Prosser, Secretary General

Pernelle Nunez, Deputy Secretary General, Director of Sustainability

Marlen Bertram, Director – Scenarios and Forecasts

Nadine Faldo, Manager – Finance & Statistical Reporting

Lavinia Kugaswaran – Environment (Bauxite & Alumina) Program Manager

Paul Marsh – Health, Safety & Environment Program Manager

Sarah Novell, Manager – Corporate Services

Linlin Wu, Manager – Statistical Analysis

In addition to this, we have Adisa Amanor-Wilks, our Communications Consultant, and Anthony O'Doherty, our IT Consultant.



To find out more about the IAI Secretariat, please visit [Meet the Team](#).

Further Information

To find out more about the IAI – please visit: international-aluminium.org.

Applications

To apply for the position, please provide a short CV and covering letter by **25th November 2022**, to Marlen Bertram, Director – Scenarios & Forecasts. Email: bertram@international-aluminium.org.

The International Aluminium Institute is also recruiting a part-time Administrative Assistant position. If you are interested in both roles on a 4-day or full-time basis, please apply to Sarah Novell, Manager – Corporate Services. Email: novell@international-aluminium.org.