



LEVIN SOURCES JOB DESCRIPTION

Title: Project Officer and Researcher

Functional Area: Responsible Raw Materials

Reports to: Adviser for Responsible Raw Materials

Location: UK based only – working mostly from home, or from the Duxford office, or hybrid

Date: March 2026

Essential Job Purpose:

To provide pro-active, timely and accurate support to senior management & to project teams, ensuring internal and client projects are run in line with company processes and expectations. To be accountable for providing accurate reporting internally and to clients. To conduct and present robust and high-quality project deliverables such as analyses, reports and research.

Key Accountabilities

Financial

- Keep track of assigned project budgets against timesheets and projected spend, and report into project lead, proactively setting out key actions (e.g. invoicing points and budget or LoE reviews) and decisions that need to take place, based on the project contract and work plan.
- All invoices are 100% accurate and submitted at the earliest possible point (pro-actively involving the Finance Director as required).

Non-Financial

- Accurately interprets project data and client signals to inform project team decisions.
- Identifies and escalates project-related risks.
- Highlights key findings & conclusions from project work, such as research and analysis, for further discussion.
- Research and advisory work results are distilled and presented to highlight key insights and facilitate integration into higher-level outputs and recommendations.

- Ensures all project data is complete, accurate and accessible through MS Office files. Updates through MS Office systems are provided in a timely fashion (in line with guidance from project leader and Finance Managers).
- Ensures all relevant project data is transferred to relevant project management systems in line with guidance from project leader.
- Promotes an environment which fosters collaboration, teamwork & inclusivity.
- Is an active participant in team meetings.

Competencies

Technical:

- Excellent understanding of appropriate methodologies to conduct robust research and analysis, and a familiarity with methodologies to provide advisory support, such as regarding risk.
- Outstanding communication of work products, whether written or verbal, that is tailored to meet client needs.
- Understanding of and experience with the social, environmental and economic dimensions of the mining industry and mineral supply chains (or related sectors).
- Strong knowledge of content, and growing content of application of key standards and concepts for the mining sector would be an advantage, such as the OECD Guidelines for Multinational Enterprises for Responsible Business Conduct, the OECD Due Diligence Guidance for Responsible Business Conduct, the OECD Due Diligence Guidance for the Responsible Sourcing of Minerals from Conflict-Affected and High-Risk Areas, the UN Guiding Principles on Business and Human Rights, and the IFC Performance Standards.
- Highly analytical, organised mindset with outstanding problem-solving skills.
- Advanced Microsoft Office skills.
- Fluent written and spoken English skills are essential. French language skills an advantage.

Non-Technical: Project Delivery & Business Development

- Able to work under pressure and towards deadlines in a self-organised way.
- Prioritises own workload, identifies trade-offs and seeks guidance as appropriate from senior team members and is able to manage and present budgets and other financial data accurately and seeks support where required.
- Flexibility and a positive “can do” attitude.
- Communicates professionally and effectively to a wide range of audiences both verbally and in written work.
- Able to critically examine and question information from a variety of sources.
- Strong relationship-builder with honest, transparent and ethical style.
- Systematic, structured and rational approach.
- Self-starter who thrives on a challenge.

- Strong networking, collaborative, constructive working and relationship management skills.
- Well-rounded commercial and economic awareness.
- Outstanding attention to detail.

Position Type/Expected Hours: 40 per week.

Travel: Some international travel may be required and will be discussed in advance to ensure any practical adjustments that may be required, are considered.

Required Education and Experience: Degree level in relevant subject areas.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for the employees of this job. Duties, responsibilities and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.