



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Analyst (Policy Officer, Transition Pathway Initiative)

**Department/Division:** Grantham Research Institute on Climate Change and the Environment

**Accountable to:** Deputy Director of the Transition Pathway Initiative

Competency	Criteria	E/D
<b>Knowledge &amp; Experience</b>	Undergraduate degree in environmental economics, environmental policy, corporate sustainability, sustainable finance, or a related field	E
	Master's degree in environmental economics, environmental policy, corporate sustainability, sustainable finance, or a related field	D
	Professional experience in the area of responsible investment and engagement with investors or in the area of climate change	E
	Academic or professional experience and an in-depth understanding of either (1) the decarbonisation challenges and technologies in one or more key high-emitting sector, (2) the role and barriers of climate finance, corporate ESG, and impact investing, or (3) the development of climate mitigation/adaptation policy and legislation and the process for national target setting	D
	Familiarity with corporate carbon accounting and Integrated Assessment Models/Energy-Economy models of low-carbon scenarios, such as those provided by the International Energy Agency.	D
	Strong analytical skills, with the ability to produce high-quality research and analysis in a timely manner, including the ability to analyse and research complex ideas and apply appropriate methods	E
	Strong quantitative skills, including proficiency with spreadsheets and spreadsheet-based models	E
	Experience of drafting reports and editing	E



	<p>Excellent and proficient IT skills, including advanced Excel skills, as well as Word, PowerPoint, etc. for the creation and development of databases and related publications</p>	E
	<p>Good understanding of issues in sustainable finance and investment</p>	E
	<p>Knowledge and experience in applied research and policy analysis</p>	E
	<p>Proficiency in the creation, maintenance and expansion of databases (MS Access, MS Power Apps, SQL)</p>	D
	<p>Working knowledge of R and Python programming languages for data management, analysis, including visual analysis outputs</p>	D
<b>Communication</b>	<p>Excellent interpersonal and communication skills, both written and oral, with the ability to communicate with internal colleagues, research partners, companies, and investors</p>	E
	<p>Ability to communicate complex ideas and technical issues to a range of different non-technical audiences</p>	E
	<p>Experience writing for and engaging with decision-makers in business, the public or third sectors about climate-related issues to ensure policy-relevant impact</p>	D
<b>Teamwork and Motivation</b>	<p>Ability to work independently and as part of a team as well as collaborate with relevant external research partners</p>	E
	<p>Ability to work in a fast-paced environment</p>	E
	<p>Ability to self-learn and keep pace with developments in a complex, dynamic, and fast-moving area</p>	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**