



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: Project Manager (Just Transition Finance Lab)

Department/Division: Grantham Research Institute on Climate Change and the Environment (GRI)
Accountable to: Institute Manager

Competency	Criteria	E/D
Knowledge & Experience	Undergraduate Degree in the social sciences or equivalent	E
	Demonstrable work experience in a university environment, or equivalent demonstrable project management experience of policy-oriented research activity.	E
	Experience in project coordination and delivery.	E
	Experience of co-ordinating the activity of others.	E
	Experience of developing and maintaining records, including budget planning	E
	Excellent knowledge of Microsoft Office, i.e. Outlook, Word, PowerPoint and Excel.	E
	Experience in engagement with financial institutions and policymakers	D
	Experience coordinating Board meetings, Committees and taking minutes of meetings.	D
Communication	Very good command of English	E
	Excellent written and oral communication skills	E
	Strong communication and interpersonal skills	E
	Ability to build effective and productive working relations	E
	Confidence to represent GRI with collaborators, project partners and senior experts	E
Planning & Organisation	Excellent organizational skills with the ability to streamline project components	E
		E



	<p>Ability to work in a team, to meet deadlines and to combine autonomy with respect of guidelines</p> <p>Ability to take responsibility for, and work independently on, specific project tasks</p> <p>Ability to prioritise workloads whilst maintaining high attention to detail and work standards.</p> <p>Ability to effectively co-ordinate the work of others to defined objectives or outputs, including those of senior colleagues</p> <p>Experience of working to deadlines and under pressure, juggling numerous and different priorities.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative & Problem Solving	<p>Ability to exercise initiative in responding independently to unforeseen problems and situations</p> <p>Flexibility, ability and willingness to adapt to changing circumstances and demands while maintaining professionalism</p>	<p>E</p> <p>E</p>
Teamwork and Motivation	<p>Contributing to the effective operation of the Institute's research management and willingness to take on projects where support needs are identified.</p> <p>Ability to build mutual understanding and trust, taking time to develop strong professional relationships with colleagues</p> <p>Ability to work with complex, cross-institutional projects and overseeing the administration of multiple projects.</p>	<p>E</p> <p>E</p> <p>E</p>

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

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