



## 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:** Policy Analyst (Climate Governance and Public Participation)

**Department/Division:** Grantham Research Institute on Climate Change and the Environment  
**Accountable to:** Distinguished Policy Fellow (Climate Governance)

	Criteria	E/D
<b>Knowledge &amp; experience</b>	Postgraduate degree in political science, environmental policy, sociology or a related field by the post start date	E
	Substantive work experience on climate policy or deliberative democracy	E
	Good understanding of and demonstrated experience in analysing climate change policies or public participation processes	E
	Experience in undertaking literature reviews	E
	Knowledge and experience in applied research and policy analysis	E
	Strong analytical skills with the ability to produce high-quality policy analysis in a timely manner, including ability to analyse and research complex ideas and apply appropriate methodologies	E
	Strong project management skills and ability to work with and coordinate multiple partners across Europe	E
	Experience of writing for and engaging with policy audiences	E
	Experience of drafting and editing high-quality policy reports or academic publications	E
	Excellent and proficient IT skills, including PowerPoint, creation and development of databases and use of related software	E
	Knowledge of and interest in deliberative public participation processes, such as climate assemblies	E
	Familiarity with qualitative analysis methodologies and software, such NVIVO is desirable	D



<b>Communication</b>	Excellent interpersonal and communication skills, including excellent written and oral English, with the ability to communicate with internal colleagues, collaborating institutes and external bodies	<b>E</b>
	Ability to communicate complex ideas and technical issues to a range of different non-technical audiences	<b>E</b>
	Excellent presentation skills	<b>D</b>
	Ability to read and speak in at least one additional language, preference given to Estonian, French, Hungarian, Polish or Spanish	<b>D</b>
<b>Teamwork and motivation</b>	Ability to both work independently and as part of a team within the Grantham Research Institute and across relevant research groups	<b>E</b>
	Ability to work in a fast paced and high-level environment, with a 'can do' attitude and positive approach to collaborative team working.	<b>E</b>
	Ability to self-learn and keep pace of developments in a complex, dynamic and fast-moving area	<b>E</b>

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

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