



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 Officer (Transition Pathway Initiative)

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Deputy Research and Project Lead Beata Bienkowska

Competency	Criteria	E/D
Knowledge & Experience	Postgraduate degree in environmental economics/finance, environmental/energy policy, corporate sustainability, economics, finance, management, or a related field	E
	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
	Excellent and proficient IT skills, including advanced Excel skills, as well as Word, PowerPoint, etc. - for creation and development of databases and related publications	E
	Good understanding of issues in sustainable finance and investment	E
	Knowledge and experience in applied research and policy analysis	D
	Experience of writing for and engaging with decision-makers in business, the public or third sectors about climate-related issues	D
	Proficiency in the creation, maintenance and expansion of databases (MS Access, MS Power Apps, SQL)	D
	Advanced skills in R and Python programming language for data management, analysis, including visual analysis outputs	D



Communication	Excellent interpersonal and communication skills, both written and oral, with the ability to communicate with internal colleagues, external research partners, companies and investors	E
	Ability to communicate complex ideas and technical issues to a range of different non-technical audiences	E
Teamwork and Motivation	Ability to both work independently and as part of a team within the Grantham Research Institute and across relevant research partners	E
	Ability to work in a fast-paced and high-level environment	E
	Ability to self-learn and keep pace with developments in a complex, dynamic and fast-moving area	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.