



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

Institute: Grantham Research Institute on Climate Change and the Environment
Accountable to: Policy and Communications Director

Competency	Criteria	E/D
Knowledge & experience	Postgraduate degree or equivalent in economics, environmental/development economics, environmental policy or a related field	E
	Excellent skills in economic analysis, and experience of analysing large datasets.	E
	Ability to produce high-quality research and research analysis in a timely manner, including ability to analyse and research complex ideas and apply appropriate methodologies	E
	Prior experience in applied/policy research, and particularly in developing economies	E
	Experience of writing for and engaging with decision-makers in the public, private or third sector about climate-related issues	D
	Experience of drafting reports and editing.	E
	Knowledge and experience across a range of climate change related disciplines, particularly climate change economics and policy.	E
	Excellent and proficient IT skills, including the creation and development of databases and use of related software, including Excel and STATA	E
Communication	Excellent interpersonal and communication skills with the ability to communicate with internal colleagues, collaborating institutes and external bodies.	E
	Ability to communicate complex ideas and technical issues to a range of different nontechnical audiences	E
	Excellent presentation skills, including use of PowerPoint	E



Teamwork and motivation	Ability to work both independently and as part of a team within the Grantham Research Institute and across relevant research groups	E
	Ability to work in a fast-paced and high-level environment	E
	Ability to self-learn and keep pace of 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.