



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

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Grantham Policy Fellow

Criteria	E/D
1. Knowledge & experience <ul style="list-style-type: none">• Postgraduate degree in environmental policy, energy policy, environmental economics, economics, international relations or a related field• Knowledge and experience in applied research and policy analysis• 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• Experience of writing for and engaging with decision-makers in the public, private or third sector about climate-related issues• Good understanding of domestic and international policies on climate change• Experience of managing projects and of contributing as a project team member• Experience of drafting and editing high-quality reports• Excellent and proficient IT skills, including powerpoint, creation and development of databases and use of related software• Knowledge and experience of the 'sustainable growth' agenda and/or hard to abate sectors would be an advantage	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>D</div>
2. Communication <ul style="list-style-type: none">• Excellent interpersonal and communication skills, including excellent written and oral English, with the ability to communicate with internal colleagues, collaborating institutes and external bodies• Ability to communicate complex ideas and technical issues to a range of different non-technical audiences• Excellent presentation skills	<div>E</div> <div>E</div> <div>E</div>



3. Teamwork and motivation <ul style="list-style-type: none">• Ability to both work independently and as part of a team within the Grantham Research Institute and across relevant research groups• Ability to work in a fast paced and high-level environment• Ability to self-learn and keep pace of developments in a complex, dynamic and fast-moving area	E E 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.