



## 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

**Ref no.:**

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

Criteria		E/D
Knowledge & experience	Postgraduate degree in environmental policy, energy policy, environmental economics, economics, international relations or a related field	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
	Experience of evaluating the impact on decision-making of research, analysis and engagement activities	E
	Experience of writing for and engaging with decision-makers in the public, private or third sector about climate-related issues	E
	Good understanding of domestic and international policies on climate change	E
	Experience of managing projects and of contributing as a project team member	E
	Experience of drafting and editing high-quality reports, including for funders	E
	Excellent and proficient IT skills, including PowerPoint, creation and development of databases and use of related software	E
	A good understanding of international climate finance issues	D
Communication	Excellent interpersonal and communication skills, including excellent written and oral English, 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 non-technical audiences	E



	Excellent presentation skills	E
Teamwork and motivation	Ability to both work 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, with a 'can do' attitude and positive approach to collaborative team working.	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.**