



## 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:** Research Project Manager

**Department/Division:** Grantham Research Institute on Climate Change and the Environment (GRI)  
**Accountable to:** Institute Manager

Competency	Criteria	E/D
<b>Knowledge &amp; Experience</b>	Masters' Degree in the social sciences or equivalent	E
	Demonstrable experience of working in a University environment, or equivalent demonstrable project management experience of research activity.	E
	Experience in project coordination and delivery.	E
	Experience of co-ordinating the activity of others, including of those with senior roles.	E
	Experience of developing and maintaining records	E
	Excellent knowledge of Microsoft Office, i.e. Outlook, Word, PowerPoint and Excel.	E
	Experience of project management in an African context	D
	PRINCE 2 qualification	D
	Experience in establishing and maintaining project web pages and internal data management systems	D
	Experience of leading team project planning and execution using dedicated software e.g. Monday.com, Wrike, Teamwork or similar	D
<b>Communication</b>	Very good command of English	E
	Excellent written and oral communication skills	E
	Strong communication and interpersonal skills	E
	Ability to build effective and productive working relations	E
	Confidence to represent GRI with collaborators, project partners and senior experts	E
	Sensitivity to different institutional and country systems and cultures, and setting clear, realistic expectations	E



	Good command of French	D
<b>Planning &amp; Organisation</b>	Excellent organizational skills with the ability to streamline project components	E
	Ability to work in a team, to meet deadlines and to combine autonomy with respect of guidelines	E
	Ability to take responsibility for, and work independently on, specific project tasks	E
	Ability to prioritise workloads whilst maintaining high attention to detail and work standards.	E
	Ability to effectively co-ordinate the work of others to defined objectives or outputs, including those of senior colleagues	E
<b>Initiative &amp; Problem Solving</b>	Ability to exercise initiative in responding independently to unforeseen problems and situations	E
	Flexibility, ability and willingness to adapt to changing circumstances and demands while maintaining professionalism	E
<b>Teamwork and Motivation</b>	Contributing to the effective operation of the Institute's research management and willingness to take on projects where support needs are identified.	E
	Ability to build mutual understanding and trust, taking time to develop strong relationships with colleagues	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.**