



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 Assistant (Junior Analyst)

Department/Division: Transition Pathway Initiative (TPI Centre), Grantham Research Institute on Climate Change and the Environment

Accountable to: Policy Officer, Project Lead Climate Action 100+

Competency	Criteria	E/D
Knowledge & Experience	Undergraduate degree in environmental economics/finance, environmental/energy policy, corporate sustainability, economics, finance, management, or a related field.	E
	Good understanding of issues in sustainable finance and investment.	E
	Strong analytical skills, with the ability to produce high-quality research and analysis in a timely manner, including the ability to analyse complex ideas and apply appropriate methods.	E
	Strong quantitative skills, including advanced Excel skills and proficiency with spreadsheets and spreadsheet-based models.	E
	Excellent and proficient IT skills, including advanced Excel skills, as well as Word, PowerPoint, etc., for creating and developing databases and related publications.	E
	Proven ability to perform well under deadlines.	E
	Demonstrate high attention to detail.	E
	Postgraduate degree in environmental economics/finance, environmental/energy policy, corporate sustainability, economics, finance, management, or a related field.	E
	Relevant professional experience in climate change and/or sustainable finance.	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.	D
	Advanced skills in State, R and/or 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.