



## 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:** TPI Centre Strategic Outreach Manager

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

Competency	Criteria	E/D
<b>Knowledge &amp; Experience</b>	Postgraduate degree in environmental economics/finance, environmental/energy policy, corporate sustainability, economics, finance, or a related field	E
	Excellent understanding of sustainable finance and investment	E
	Professional experience in the area of responsible investment and engagement with investors	E
	Experience of planning and progressing work activities using initiative and judgement without recourse to more senior managers	E
	Proven people management skills e.g. delegation, training, performance	E
	Project management training and experience	E
	Professional experience in outreach and communications in digital space	E
	Professional experience in developing and implementing outreach and/or communications strategies	D
	Knowledge and professional experience in commercialisation of academic research outputs or climate related data	D
	Professional experience in managing relationships with complex stakeholders	E
Professional experience in preparing presentations for high-level stakeholders	E	



	Professional experience of writing for and engaging with investors on the climate-related issues	D
	Strong analytical skills, with the ability to produce high-quality research and analysis in a timely manner, including the ability to analyse and research complex ideas and apply appropriate methods	E
	Strong quantitative skills, including proficiency with spreadsheets and spreadsheet-based models	E
	Excellent and proficient IT skills, including advanced Excel skills, as well as Word, PowerPoint, etc. - for creation and development of databases and related publications	E
	Proficiency in the creation, maintenance and expansion of databases (MS Access, MS Power Apps, SQL)	D
	Advanced skills in R and Python programming language for data management, analysis, including visual analysis outputs	D
<b>Communication</b>	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
<b>Teamwork and Motivation</b>	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
	Ability to work under limited supervision	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.**