



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 (Climate Laws)

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Dr Joana Setzer, Assistant Professorial Research Fellow

Competency	Criteria	E/D
Knowledge & experience	<ul style="list-style-type: none"> • Postgraduate degree in environmental policy, energy policy, environmental economics, law, international relations or a related field 	E
	<ul style="list-style-type: none"> • Experience in knowledge and/or database management 	D
	<ul style="list-style-type: none"> • Experience or knowledge of website development and user interfaces 	D
	<ul style="list-style-type: none"> • Knowledge and experience in applied research and policy analysis 	E
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Experience of writing for and engaging with decision-makers in the public, private or third sector about climate-related issues 	E
	<ul style="list-style-type: none"> • Good understanding of climate related policies, laws and/or litigation 	E
	<ul style="list-style-type: none"> • Experience of managing projects and familiarity with project management tools and techniques 	E
	<ul style="list-style-type: none"> • Experience of drafting and editing high-quality reports 	E
	<ul style="list-style-type: none"> • Excellent and proficient IT skills, including Excel and/or related database software 	E
Communication	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, 	E



	<p>including excellent written and oral English, with the ability to communicate with internal colleagues, collaborating institutes and external bodies</p> <ul style="list-style-type: none">• Ability to communicate complex ideas and technical issues to a range of different non-technical audiences• Excellent presentation skills• Knowledge of foreign languages (especially Spanish and French) would be an advantage	E E D
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.