



## 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: Grantham Policy Fellow**

Criteria	E/D
<b>Knowledge &amp; experience</b> <ul style="list-style-type: none"> <li>• Postgraduate degree in environmental policy, energy policy, environmental economics, economics, international relations or a related field</li> <li>• Knowledge and experience in applied research and policy analysis</li> <li>• 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</li> <li>• Experience of writing for and engaging with decision-makers in the public, private or third sector about climate-related issues</li> <li>• Good understanding of domestic and international policies on climate change</li> <li>• Experience of managing projects and of contributing as a project team member</li> <li>• Experience of drafting and editing high-quality reports</li> <li>• Excellent and proficient IT skills, including powerpoint, creation and development of databases and use of related software</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Communication</b> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, both written and oral, with the ability to communicate with internal colleagues, collaborating institutes and external bodies</li> <li>• Ability to communicate complex ideas and technical issues to a range of different non-technical audiences</li> <li>• Excellent presentation skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<b>Teamwork and motivation</b> <ul style="list-style-type: none"> <li>• Ability to both work independently and as part of a team within the Grantham Research Institute and across relevant research groups</li> </ul>	<p>E</p>



<ul style="list-style-type: none"><li>• Ability to work in a fast paced and high-level environment</li></ul>	E
<ul style="list-style-type: none"><li>• Ability to self-learn and keep pace of developments in a complex, dynamic and fast-moving area</li></ul>	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.