



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: Project Manager (Centre for Economic Transition Expertise)

Department/Division: Grantham Research Institute on Climate Change and the Environment

Competency	Criteria	E/D
Knowledge & experience	Degree or equivalent in the social sciences.	E
	Demonstrable work experience in a university environment, or equivalent demonstrable project management experience of policy-oriented research activity.	E
	Experience in project coordination and delivery.	E
	Experience of co-ordinating the activity of others.	E
	Experience of developing and maintaining records, including budget management (with Excel).	E
	Excellent knowledge of Microsoft Office, i.e. Outlook, Word, PowerPoint, Teams and Excel.	E
	Experience in establishing and maintaining internal data and budget management systems.	D
	Experience in engagement with financial policymakers financial and economic topics.	D
Communication	Experience coordinating Board meetings, Committees and taking minutes of meetings.	D
	Excellent 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 CETEx with collaborators, project partners and senior experts.	E	



Planning & Organisation	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
Initiative & Problem Solving	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
Teamwork & Motivation	Contribute 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 professional relationships with colleagues.	E
	Ability to work with complex, cross-institutional projects and oversee the administration of multiple projects.	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.