



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: Head of Engagement

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

Accountable to: Policy and Communications Director

Competency	Criteria	E/D
Knowledge and experience	Educated to degree level or the equivalent.	E
	Extensive experience of undertaking and managing a wide range of communications and engagement activities.	E
	Extensive experience of managing a communications team.	E
	Extensive experience of implementing external communications strategies, covering media relations, digital communications and printed publications.	E
	Extensive experience of building and maintaining stakeholder relationships in the public, private and third sectors.	E
	Extensive knowledge and understanding of climate change and other environmental issues.	E
	Good knowledge and experience of UK national and international policy-making processes.	E
	Experience of producing high-quality information, such as reports, for decision-makers in the public and private sectors.	E



	Experience of monitoring and evaluating the effectiveness and impact of communications and engagement activities.	E
	Experience of working effectively with academic staff.	D
Communication	A demonstrable track record of skillful communication in verbal and written English, including giving presentations.	E
	Excellent drafting and editing skills, particularly in summarising and presenting complex or specialist material for decision-makers.	E
	Experience of providing training to other staff in high-level communications skills.	E
	Effective at communicating internally within an organisation with people at all levels across an organisation.	E
	Effective at communicating with research staff about national and international policy developments.	E
Planning and organising resources	Ability to think and act strategically.	E
	Ability to work effectively under pressure and to tight deadlines.	E
	Ability to respond flexibly to changes in priorities.	E
	Ability to manage one's own workload effectively and to delegate.	E
	Ability to plan and work within a budget.	E
Team work and motivation	Ability to work well within a team and on one's own.	E
	Ability to motivate a team and incentivise high performance from its members.	E
	Ability to work co-operatively with a wide range of	E



	<p>colleagues within the Institute, LSE and partner institutions.</p> <p>Ability to motivate research staff to contribute to the communications and policy impact agenda of the Institute</p> <p>Ability to identify and articulate one's own development and training needs.</p>	<p>E</p> <p>E</p>
Initiative and problem solving	<p>Ability to identify and anticipate new opportunities to communicate and engage about the work of the Institute.</p> <p>Ability to identify potential new funding opportunities.</p> <p>Ability to respond to changing priorities both within the Institute and externally.</p>	<p>E</p> <p>E</p> <p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.