



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 (TPI Global Climate Transition Centre)

Department/Division: Grantham Research Institute on Climate Change and the Environment (GRI)
Accountable to: Deputy Director of the TPI Global Climate Transition Centre

Competency	Criteria	E/D
Knowledge & Experience	Educated to Undergraduate Degree level or equivalent	E
	Experience in a University environment, or equivalent demonstrable project management experience of research activity.	E
	Experience in project coordination and delivery.	E
	Experience of co-ordinating the activity of others, including of those with senior roles.	E
	Excellent knowledge of Microsoft Office, i.e. Word, PowerPoint and Excel.	E
	Ability to manage competing priorities of multiple stakeholders.	E
	Excellent attention to detail, specifically related to crafting communications to external parties.	E
	Experience coordinating Board meetings, and Committees.	D
	Experience working with funders and philanthropic partners.	D
Experience of developing and maintaining records or establishing and maintaining internal record keeping management systems.	D	
Communication	Very good 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 the TPI Centre with collaborators, project partners and senior experts.	D



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 and Motivation	Contributing 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 relationships with colleagues.	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.