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: Programme Manager, Economic Analysis for Green and Resilient Transitions

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

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	Demonstrable experience in project management or coordination of complex, multi-stakeholder research or policy programmes, preferably in a university, think-tank, or international organisations.	E
	Experience of financial management and planning, including use of Excel or equivalent software to monitor project expenditure and produce financial reports	E
	Experience of liaising with external partners, such as funders, policymakers, researchers, or private-sector organisations.	E
	Excellent knowledge of Microsoft Office applications, particularly Outlook, Word, PowerPoint, Teams and Excel.	E
	Experience with grant management, contract administration or external commissioning processes.	E
	Experience of reporting to major international funders such as government aid agencies, the UN, or the European Commission.	E
	Experience working in or engaging with fields related to climate, sustainability, finance, or economic policy.	D
	Experience working with organisations in developing countries, including Sub-Saharan Africa and South Asia.	D
Communication	Excellent written and oral communication skills, including the ability to draft concise and clear correspondence, reports and meeting materials.	E
	Strong interpersonal skills, with the ability to build effective working relationships with colleagues, senior stakeholders and external partners.	E

	Ability to communicate complex information clearly and professionally to diverse audiences, including academic, policy, and corporate stakeholders.	E
Planning and Organisation	Excellent organisational skills with the ability to plan, coordinate and streamline multiple project components.	E
	Ability to coordinate the work of others, including colleagues at different levels of seniority, towards defined objectives and deliverables.	E
	Ability to prioritise workloads, manage competing demands and deliver high-quality work to tight deadlines.	E
	Ability to work both independently and as part of a collaborative team, taking ownership of specific tasks while adhering to guidance and broader objectives.	E
	Strong attention to detail and ability to maintain accuracy under pressure.	E
Initiative and Problem Solving	Proven ability to exercise initiative and sound judgment in responding independently to unforeseen problems or changing priorities.	E
	Flexibility and adaptability to changing circumstances and demands while maintaining professionalism and high standards.	E
	Ability to identify and implement improvements to systems, processes, or project workflows	E
Teamwork and Motivation	Strong commitment to collaboration, inclusivity, and building mutual understanding and trust across teams	E
	Ability to work effectively on complex, international, multi-partner and cross-institutional projects**,** maintaining coordination and consistency.	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.