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 Country Programmes and Senior Policy Fellow

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Global Programme Director and Distinguished Policy Fellow

Competency	Criteria	E/D
Knowledge & experience	At least a Master's degree or equivalent in economics, development economics, climate policy or closely-related field.	E
	Extensive experience establishing and implementing major policy and research related programmes in developing countries including in Sub-Saharan Africa and South Asia.	E
	Extensive experience working with finance ministries and/or economic ministries in developing countries including in Sub-Saharan Africa and South Asia.	E
	Extensive experience providing senior policy advice to finance ministries and/or economic ministries in developing countries including in Sub-Saharan Africa and South Asia.	E
	Proven track record of conducting and publishing, including as lead author, high-quality and user-oriented economic analysis on the economics and financing of climate action relevant to decision-making in developing countries.	E
	Ability to commit to travelling for a week to two weeks at least once per quarter	E
	Familiarity with broad suite of economic analysis and modelling tools typically used to address policy questions in general and related to climate policy in Finance Ministries and / or economic Ministries.	D
	Extensive experience of gaining financial support for extending or scaling up programmes with bilateral donors, international organisations, or philanthropy.	D
	Extensive experience of establishing monitoring and reporting systems for programmes and projects.	D

	Experience of organising engagement activities, including conferences, workshops and roundtables. Experience of working effectively with others at all levels of seniority, including ministers and senior officials. Proven ability to rapidly develop and maintain networks of professionals in climate, finance, and development in the public, private and third sectors. Experience and knowledge of project management, project management systems and software, grant management, and budget management Experience of managing more junior team members and convening and managing a large group of technical experts.	D D D D D
Communication	Excellent communication skills, both written and oral, in English with the ability to communicate technical issues to a non-technical audience. Ability to work in a second language would be advantageous, particularly in support of engagement with stakeholders in developing countries, but is not necessary.	E D
Teamwork and motivation	Willingness to work as part of a team within the Grantham Research Institute. Ability to manage a project team of Senior Policy Fellows, Policy Fellows and Policy Analysts. Ability to work under limited supervision.	E E 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.