

**PERSON SPECIFICATION**

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| **Post** | **Graduate Opportunity- Energy and Climate Research Officer** |
| **Reporting to** | Head of APSE Energy |
| **Grade** | SCP 12 |
| **Post Purpose** | To research developments in the energy and climate change sector which are of relevance to local government, assisting Councils and supporting the production of briefings, events, marketing material and social media content. |

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| **ATTRIBUTES** | **DETAIL** | **E** | **D** | **ID** |
| **Qualifications** | Educated to degree level or equivalent professional qualification (with significant content in a topic such as energy management, climate change, sustainability, environmental science or a related topic would be beneficial) | X |  | A |
| English and mathematics (GCSE Grade 4+ / C+) | X |  | A |
| **RELEVANT EXPERIENCE** | Able to research topics and present findings in a clear and coherent format both written and orally and demonstrate an understanding of different research tools and techniques. | X |  | A, I & T |
| Able to absorb and digest technical information and articulate it in a clear and precise way in both oral and written format | X |  | A, I & T |
| Experience of liaising with people at a range of levels and from a variety of disciplines |  | X | A & I |
| Aptitude to understand different systems of decision making including local, national and global systems of government or public policy decision making. |  | X | A & I |
| Research or work related to the energy / climate change agenda (this could have been undertaken as part of an academic course) |  | X | A & I |
| **SPECIAL KNOWLEDGE & SKILLS** | Able to use common software programmes (e.g. Microsoft Office) at an intermediate level. | X |  | A & I |
| Able to work under pressure, meet tight deadlines, and manage multiple priorities | X |  | A & I |
| Excellent communication skills and able to adapt communication skills to suit the level of seniority. | X |  | A & I |
| Able to work on projects with minimal supervision | X |  | A & I |
| To be politically sensitive and aware, and demonstrate commitment to APSE’s policies and core values |  | X | A & I |
| Knowledge of the government energy / climate change agenda |  | X | A & I |
| Able to use social media for business and marketing purposes |  | X |  |
| Able to network effectively across a broad spectrum of local government members/officers, professional institutions and other bodies |  | X | A & I |
| **OTHER** | Willingness to undertake a certain amount of travelling and of working outside normal working hours, for which appropriate compensation will be provided |  | X | A & I |
| Commitment to the achievement of equality of opportunity in all aspects of employment and training | X |  | A & I |
| Full UK driving licence and access to a vehicle for work purposes |  | X | A |

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| **ID** | **How identified** | **Requirements** | | |
| A | Application Form |  | *Type* | *Number* |
| I | Interview | E | Essential | 9 |
| T | Test | D | Desirable | 9 |
| P | Presentation |  | | |