

Person specification

Environmental Research Analyst

REQUIREMENT	Method of assessment if not by interview
<p>Skills & Abilities <i>Essential</i></p> <ol style="list-style-type: none"> 1. The ability to discern relevant patterns and trends, performance or events; to identify significant aspects of these for our work and to devise appropriate indicators and research or information systems for others based upon them. 2. Ability to follow established procedures to analyse information and to classify large amounts of data or other information (such as questionnaire responses or policy statements) and aggregating it into a useable format for clients (or similar). 3. Ability to communicate complex material clearly both verbally and in writing and to summarise written material. 4. Good interpersonal and communications skills necessary to maintain or develop the good working relationships that are relevant to the job. 5. Office IT skills including the use of databases, spreadsheets, word processing packages (30 wpm minimum) and electronic information sources. 6. Good level of numeracy including descriptive statistical analysis. <p><i>Desirable</i></p> <ol style="list-style-type: none"> 7. Good presentation skills. 	<p>Test</p> <p>Test</p> <p>Test</p>
<p>Knowledge <i>Essential</i></p> <ol style="list-style-type: none"> 9. Broad knowledge of environmental issues, an understanding of the idea of sustainable development and an idea of how companies can address these issues in their corporate strategies. This knowledge could have been gained through work or academic study. A more in-depth knowledge of a particular issue or sector may be an advantage. 	

<p>Experience <i>Desirable</i></p> <p>10.Experience of research or similar work on environmental issues or sustainable development, researching environmental impacts or performance of companies or other organisations, or developing indicators or benchmarks for environmental impacts of performance</p> <p>11.Previous experience of managing data via information collection, data analysis or storage systems</p>	
<p>Education <i>Essential</i></p> <p>13.A first degree (2:2) in an environmental discipline</p> <p><i>Desirable</i></p> <p>14. A Master's degree in an environmental discipline</p>	
<p>Attitudes & Interests <i>Essential</i></p> <p>12.An interest in the work EIRIS does</p> <p>13. Willing to carry out routine research for the majority of the work</p> <p>14.Methodical, pays attention to detail, while working at a required rate to meet targets</p> <p>15. Flexible approach, adaptable to change and willing to take on and learn new tasks</p> <p>16. Ability to work on your own and as part of a team while referring appropriate matters to your line manager and others.</p> <p>17. A readiness to undertake routine repetitive tasks when necessary</p> <p>15. Understands and is committed to equal opportunities</p>	
<p>16. A working knowledge of a European language or Japanese is not necessary for the role but would be a useful addition to the bank of skills within the research team as a whole.</p>	

Date: January 2007