



Information pack

Policy analyst

January 2019

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, energy and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest levels, with political parties, businesses, NGOs and academia.

2. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK. A country with a healthy environment, beautiful landscapes and flourishing nature, where the zero waste economy is built around thriving green businesses, and where everyone benefits from affordable high quality food, energy efficient homes and sustainable transport.

Green Alliance's unique role on environmental policy and politics is more important now than it has ever been. We are helping the environment sector respond to Brexit, providing space for new thinking and offering policy solutions to major challenges such as decarbonisation and plastic pollution.

Our current work is guided by our 2018-21 strategy, which states that we will:

- Build political support for a vision of a green and prosperous UK, based on the highest environmental and social standards. One in which clean growth and environmental leadership contribute to the UK's competitive advantage.
- Secure new laws and governance arrangements to ensure strong environmental protections after Brexit, including advocating for a strong and ambitious Environment Act to underpin investment in the environment and people's wellbeing.
- Generate new ideas for world class environmental policy.

Further details of our strategy, annual report, work programme and recent activities are at www.green-alliance.org.uk

3. The role

Green Alliance is looking for an experienced analyst who can get to grips with complexity, interpret and produce incisive and clearly summarised information for decision makers. Green Alliance is known for its thought leadership. We initiate debates and bring new perspectives to challenging environmental issues. We do this by exploring issues from original angles, and presenting our ideas and conclusions in a fresh, compelling and relevant format. The analyst will support this work through detailed research and data interpretation.

You will work on high profile projects, aimed at informing the debate around policy decisions for governments and businesses in the UK. You will have excellent attention to detail, a rigorous approach to problem solving, and the ability to work accurately on several projects at once. You will be able to see the wood for the trees and have an efficient approach to analysis. Your skills might have been developed in another field, but you will have a strong interest in environmental policy, such as resources and energy policy.

4. Position in the organisation

You will work closely with Green Alliance's energy, resources and natural environment specialists. You will report to the senior policy analyst, and work alongside other staff as part of a small in-house policy team, led by the policy director and head of policy.

5. Person Specification

Knowledge and experience

Essential:

- Experience of data analysis and synthesis.
- Broad understanding of and interest in UK environmental policy.
- Confident in Excel, using advanced formulae and pivot tables.
- Understanding of graphic data presentation techniques.

Desirable:

- Research experience around resource, climate or energy issues.
- Experience of turning analysis into effective communications outputs.
- Experience of supporting policy-related work.

Skills and competencies

Essential:

- Excellent quantitative analytical skills.
- Eye for detail, trends and anomalies.
- Ability to rapidly synthesise research findings.
- Good written communication and presentation skills.
- Excellent project management skills, working to tight deadlines across multiple projects.
- Flexible team worker.

Desirable:

- Research expertise in a relevant policy field.
- The ability to package complex issues for dissemination to a non-expert, time-poor audience.
- Data modelling ability (eg using R, Python or Ruby).

6. Tasks and responsibilities

- Synthesise research to quickly identify key issues.
- Compile and analyse data and information with rigour and accuracy.
- Provide key statistics to support new outputs which bring clarity and insight to complex issues.
- Present results of analysis in an accessible, relevant and engaging format.
- Participate in developing the narrative to convey the results of your analysis.
- Work with policy leads and communications staff to produce impactful products.
- Ensure focused delivery of projects.
- Regular reporting to senior staff on quarterly progress and assembling evidence of impact for regular funding reports.
- Occasionally, to represent Green Alliance externally and provide support at major Green Alliance events.
- Any other task which may reasonably be requested to be undertaken within the scope of this position.

7. Terms and conditions

Terms: This post is advertised initially as a full time, fixed term 12 month contract, but we are happy to consider secondments and flexible working arrangements for the right candidate.

Salary scale: £27,000-£29,500

Location: Green Alliance's office is in Pimlico and is fully accessible.

Hours: 35 hours per week with some flexibility; the post holder will be expected to work the occasional evening for time off in lieu.

Holiday: 25 days per year pro rata in addition to statutory holidays and the period between Christmas and New Year.

Additional benefits: Green Alliance aims to be a progressive and considerate employer and encourages employees in maintaining a healthy work-life balance.

Pension: Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

8. Application process

Applicants should complete and return the application form on the Green Alliance website. You should focus in particular on how you meet the person specification. Applications by CV will not be considered.

The closing date is **Monday 25 February at 10am**. Interviews for this post are likely to take place in the week beginning 4 March. If you have any queries or like an informal discussion about the role, please contact Jo Rogers in the first instance jrogers@green-alliance.org.uk

Green Alliance welcomes applications from all members of the community. We strive to be an equal opportunities employer. We will accommodate special requirements wherever possible.

Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.

