

Information pack

Policy analyst

January 2024

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 level, with political parties, businesses, NGOs and academia.

2. The role

We are looking for a new analyst who can help us get to grips with complex issues and produce clear, incisive evidence for decision makers.

Thought leadership is one of Green Alliance's defining activities: we initiate debate and bring new perspectives to challenging environmental issues. We do this by exploring issues from original angles and presenting information in compelling and relevant formats. Our analysts conduct research and interpret data from a range of sources to inform our insights and recommendations on environmental policy.

You will work on high profile, sometimes multi-partner projects. Our project funded nature means you could work across any of our themes (climate, land use, resource and the economy) or be focused on one of them initially with options to move later. As part of the policy team, you will also be pulled into wider discussions and brainstorm sessions.

Curious and inquiring, you will want to seek out and interrogate the best, most credible evidence. You will have excellent attention to detail, a rigorous approach to problem solving and accuracy, and the ability to work on several projects at once. You will have strong writing skills and be able to create copy that explains concepts to a non-scientific audience clearly and concisely. Your data analysis and synthesis skills might have been developed in another field, but you will have a deep interest in environmental issues and Green Alliance's policy themes.

3. Position in the organisation

You will be one of five analysts within Green Alliance's policy team, providing detailed and quantitative research to enhance our work and helping ensure the accuracy of our output as a whole.

4. Key tasks and responsibilities

- Compile and analyse data and information on climate, nature and other environmental policy subjects as needed, with rigour and accuracy.
- Provide the supporting data to bring clarity, evidence and insight to our messaging around complex issues.
- Present analysis and write in an accessible, relevant and engaging way.
- Participate in developing the narrative featuring the results of your analysis.
- Act as a persuasive advocate of our policy recommendations to important stakeholders in different sectors and the media, such as new incentives developed by Green Alliance to meet net zero targets.
- Work with policy leads and communications experts to produce impactful outputs.
- Manage projects efficiently and to deadlines.
- Occasionally 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.

5. Person specification

Knowledge and experience

Essential:

- Basic knowledge of UK environmental policy.
- Experience of data analysis, synthesis and presentation.
- Broad understanding of the issues in one or more of Green Alliance's policy themes (resources, natural environment, low-carbon future, and greening the economy).
- Experience of graphic data presentation techniques and programmes.

Desirable:

- Experience of handling large datasets including government data.
- Understanding of economic issues and how to frame analysis in economic terms.
- Knowledge of sociological research.
- Experience of developing high quality communications outputs.
- Experience of supporting policy-related work.

- Media experience.

Skills and competencies

Essential:

- Excellent quantitative analytical skills.
- Eye for detail, trends and anomalies.
- Ability to rapidly synthesise research findings.
- Confident in Excel, advanced formulae and pivot table use.
- Data visualisation skills and proven ability to present data to support compelling arguments.
- Good written communication and presentation skills.
- Excellent project management skills, working to tight deadlines across multiple projects.
- Flexible team worker.

Desirable:

- Proven 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/Ruby).

6. About Green Alliance: our culture and values

Green Alliance is committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

We believe that a green and prosperous UK is achievable.

We are change makers

Working flexibly and with light feet, we focus on where the power is, and wherever and on whatever we think will have the greatest impact.

We are collaborative

We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress, and this is reflected in how we operate both internally and externally.

We embrace complexity

We will never ignore the fact that environmental issues are complex, as well as inseparable from other important issues, including social impacts, and do our best to address this in all our work.

We are inclusive

In all aspects of our work, including our employment practices, we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

7. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK for all.

We want a country where people and nature can thrive together. Where the economy is built on strong environmental principles to ensure long term wellbeing and a healthy environment.

We believe that everyone, wherever they live, should have affordable, sustainable, high quality homes, food and transport, and access to green spaces. The UK should be a place where nature's value is recognised and where a carbon neutral and zero waste economy enables green businesses to provide good jobs across the country. We want the country's scientific excellence, capacity for innovation and diplomatic talent to set the global standard for environmental protection.

We believe that ambitious political leadership is at the core of achieving this.

What we do

Advocacy: driving policy change and empowering politicians to show ambitious environmental leadership

Research and insightful analysis: building evidence and improving understanding of complex environmental challenges, as well as public attitudes and perceptions

Convening with a purpose: forging constructive alliances focused on raising political ambition for change, with a wide range of partners across business, academia and civil society

Effective communications and influential events: hosting informed debate, increasing understanding of important issues and keeping the environment at top of the political agenda

Our strategic aims

Our strategic aims for 2021-24 are to ensure the UK government rises to the significant environmental leadership challenge of this decade and, in doing so, reaps the many social and economic benefits that will come from addressing the climate and nature crises.

We will:

- Turn UK political ambition on climate and nature into rapid action.
- Promote effective solutions for a fair transition to a green economy.
- Push the boundaries to find new answers to complex environmental problems.

8. Terms and conditions

Terms:	This is a permanent contract. We are happy to consider flexible working arrangements.
Salary band:	£32,426 - £35,781
Salary:	Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is fully accessible. We support hybrid working and expect staff to be in the office for at least two days a week, with flexibility to work from home the rest of the time. We will provide IT hardware and other equipment needed for working from home, but you will need good internet access.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Benefits:	Employee Assistance Programme, cycle to work scheme, interest free season ticket loans.
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.



9. Application process

Applicants should complete and return the application form on the Green Alliance website to recruit2@green-alliance.org.uk. You should focus in particular on how you meet the person specification.

Please save and send your completed application form as a Word or PDF document titled **Your Name_Analyst**. Applications by CV will not be considered.

The closing date is 10am, Monday 5 February. Interviews will be held in person at our office in Millbank Tower on **Tuesday 20 February 2024.**

If you have any questions about the role, please email lpowell@green-alliance.org.uk and she will arrange a response. All expressions of interest will be received in confidence.

At Green Alliance we believe that a diverse team leads to higher quality policy development and advocacy for the environment. We value the breadth of lived experience of our staff and support people to thrive. We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

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.