<table>
<thead>
<tr>
<th>Role title</th>
<th>Research Project Management Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Hybrid model, office location London Bridge</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Head of Development</td>
</tr>
<tr>
<td>Start Date</td>
<td>ASAP</td>
</tr>
<tr>
<td>Term</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

**Organisation**
Carbon Tracker Initiative is an independent financial think tank that carries out in-depth analysis on the impact of the energy transition on capital markets and the potential investment in high-cost, carbon-intensive fossil fuels. We believe that financial markets, regulators, investors and policymakers all have an urgent role to play in guiding the world to a climate-secure energy system. Carbon Tracker’s analysis of ‘unburnable carbon’, ‘stranded assets’, and ‘wasted capital’ has reframed the debate around climate change risk.

**Role overview**
This is a newly created mid-level role to help co-ordinate and have an overview of the projects across the research department. Reporting to the Head of Development, your role will be to coordinate teams and processes to ensure that our projects are delivered on time to produce the maximum impact. Your main responsibilities will include developing detailed project plans in coordination with project teams, ensuring resource availability and allocation to enable teams to deliver projects on time, within budget and scope. The ideal candidate will have a background in project management, budgeting and analysis. You should be an excellent communicator and comfortable managing multiple tasks. You also need to be a team player and have a problem-solving attitude. This is a key role in the research production process, working in collaboration with Communications, Investor Outreach, Research and Development teams internally and with external partners. You will play a key part in managing the efficient production of all our research outputs, including reports, analyst notes and blogs.

This role would be ideal for a Project Management Officer wanting to take on a new challenge or a Senior Project Co-ordinator looking to take the next step in their career.

**Role and responsibilities**

- Central and system-level project management and workflow coordination to ensure that all research projects are delivered on-time, within scope and within budget across all research teams. Utilise first class project management skills to identify dependencies, issues, risks and contingencies.
- Working in partnership with project owners/sponsors to develop research projects’ scope, objectives and deliverables, involving all relevant stakeholders, ensuring technical feasibility and resource availability and eliminating duplication of efforts.
- Develop and maintain a detailed project plan to track progress, use appropriate techniques to manage changes in project scope, schedule and costs.
- Improving visibility and communication of project status at team and system level.
- Work with our technology partners on specific data project management needs.
- Measure project performance using appropriate systems, tools and techniques. Report and escalate issues to management as needed.
- Take ownership of all administrative and key production elements and accompany research analysts throughout the project lifecycle.
- Ensure accountabilities are understood and internal processes are followed. Suggest improvements and implement changes, communicating internally with team on process updates.
• Help standardise project management tools consistently across teams to promote knowledge sharing and team collaboration.
• Work with our external partners to ensure the production process is efficient, managing the agreed structure and timelines, roles and accountabilities, scheduling proactive follow-ups and positive sustained communication between all parties.
• Host internal research production calls including the research, outreach and communications teams, to keep everyone up to date.
• Maintain the production schedule of individual projects and provide regular reporting on status and timelines to senior management and team leads.

Skills, Experience and Attributes Required
• Proven working experience within a project and process management coordination role - preferably in a research set-up.
• Excellent project management skills, PMP/PRINCE II certification a plus
• Strong programme and pipeline strategizing and planning experience
• Demonstrated ability to meet deadlines, and handle and prioritize simultaneous requests. Methodical and organised with a high attention to detail. Solutions-orientated.
• Highly developed interpersonal skills and adaptability to various relationship management needs
• Team player, high integrity, diligent, flexible, positive attitude.
• People management experience
• Ability to understand and articulate complex processes
• Experience with project management applications and tools e.g. Monday.com, Salesforce an advantage
• Strong working knowledge of Microsoft 365

Package & Benefits
• £40k-£45k dependent upon experience, 7% pension contribution,
• 25 days holiday, with one extra day granted for service, capped at 5
• Discretionary bonus (funding and company performance dependent)
• Cycle to work scheme
• Access to Employee Assistance Programme
• £150 allowance to set up your home working space
• £20 monthly phone allowance
• Annual team offsites

Applicant information
• Please apply at https://apply.workable.com/carbon-tracker/j/124E729659/
• The closing date for applications is 28 February 2022.
• Applications without a covering letter will not be considered.
• Carbon Tracker can only consider candidates who are eligible to work in the UK.
• We strive to ensure that opportunities to work and develop at Carbon Tracker are open to all. We welcome applications from all qualified applicants, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, and all equality characteristics.
• Carbon Tracker supports flexibility, and we welcome career returners.

GDPR Disclaimer
Carbon Tracker will process any data provided in response to this open role for recruitment purposes only. We will hold personal data on candidates in our applicant tracking system which is fully compliant
with current GDPR legislation until our open role is filled. We cannot state the exact time period for this because it varies role to role. The period is over when a candidate accepts our job offer and starts in the new role. When that period is over we will delete your data. You have the right to lodge a complaint about the way we handle your data with the Information Commissioner’s Office (ICO) or you can contact us directly if you have any concerns you would like to discuss.