

VACANCY: Policy Research and Support Officer
SALARY: £26,000
LOCATION: Glasgow

To apply for this role please send your CV (max 2 sides A4) and a cover letter (max 2 sides A4) setting out your suitability for this role to Emma Farquhar, efarquhar@scottishrenewables.com

CLOSING DATE: 09:00 Monday 28 June 2021

N.B. Interviews will be held on Tuesday 06 July 2021 by Zoom.

Scottish Renewables is the voice of Scotland's renewable energy industry. Our vision is for a Scotland leading the world in renewable energy. A member-led trade body, we represent around 260 organisations working across a wide range of renewable energy technologies in Scotland and around the world. Our members deliver low-carbon energy, investment and jobs, providing the bedrock to the new, smart, green economy. Our mission is to grow Scotland's renewable energy sector and sustain its position at the forefront of the global clean energy industry.

We seek a dynamic, self-starting Policy Research and Support Officer to join our policy team to support our work on key issues across our policy portfolio. This post would suit a recent graduate.

Ideally you:

- are a confident, effective communicator with strong oral and written presentation skills
- have a proven track record in undertaking research tasks and producing reports and briefings based on findings
- experience of working with Excel spreadsheets, extracting information from data sets and producing graphs of data
- good computer skills, including the use of Microsoft Word, Excel and PowerPoint and confident use of website and social media admin
- a commitment to the growth of renewable energy in Scotland

The policy team drives change across government policy, regulation and fiscal issues affecting our members, to ensure the right landscape for the sustainable growth of the renewable energy sector in

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Scotland. Working closely with the Director of Policy, you will be an important member of the policy team who will quickly take responsibility for ensuring the policy team is kept up to date with developments in climate change, energy and renewables policy and ensuring that the data used in our policy work is up-to-date and accurate.

We anticipate this role being full-time, but part-time and flexible arrangements would be considered for the right candidate.

Job Description & Person Specification Job Description

Job Title:	Policy Research and Support Officer
Department / team:	Policy
Location:	Glasgow
Reports to:	Senior Policy Manager – Offshore Renewables
Roles reporting to this role:	None
Overview of role:	<p>The Policy Research and Support Officer is responsible for ensuring the Policy Team is kept updated on developments in climate change, energy and renewables policy and ensuring that the data used in our policy work is up-to-date and accurate.</p> <p>This role is also responsible for ensuring that our members have access to up-to-date information on our policy work and supporting the policy team in delivering our programme of forums, seminars and conferences.</p>
Role & Responsibilities:	<ul style="list-style-type: none"> • Monitoring developments in climate change, energy and renewables policy and producing briefings and updates on key changes • Monitoring the publication of national statistics relating to climate change, energy and renewables and ensuring the data used in our policy work is up-to-date and accurate • Ensuring the information on our website relating to the work of the policy team is up-to-date and accurate • Disseminating information on our policy work to our members through emails, briefings and social media

	<ul style="list-style-type: none"> • Supporting the delivery of our programme of policy forums, seminars and conferences by coordinating delegate lists, speaker briefings and event organisation details • Any other tasks as directed by the Senior Policy Manager – Offshore Renewables, Director of Policy and/or the Chief Executive
<p>Requirements:</p>	<ul style="list-style-type: none"> • Education to degree level or above • A confident, effective communicator with strong oral and written presentation skills • A proven track record in undertaking research tasks and producing reports and briefings based on findings • Experience of working with Excel spreadsheets, extracting information from data sets and producing graphs of data • Good computer skills, including the use of Microsoft Word, Excel and PowerPoint and confident use of website and social media admin • An organised, diligent and accurate approach to organising data and administrative tasks • A commitment to the growth of renewable energy in Scotland • Critical thinking and an inquisitive mindset