



Advisor – Circular Economy

Title of post:	Advisor – Circular Economy
Reports to:	Head of the Circular London Programme
Key Contacts:	Local authorities and the Greater London Authority; national and international clients (which may be cities or businesses); other partners including universities, think tanks and civil society organisations.
Job Grade:	Grade 6: £42,302- £46,723
Pension:	Voluntary employee’s contribution matched by employer up to 4% of salary
Period:	Permanent
Hours	Full Time – 37 hours a week
Annual Leave	30 days
Location	The role will be based at LWARB’s Offices at 69 Wilson Street, EC2A 2BB London. Travel to events and meetings across London will be required on a regular basis and travel within the UK and internationally will be required occasionally.

Role purpose

The Circular London programme is a central part of LWARB’s 2020-2025 business plan. The Circular London programme’s objective is to support the Mayor of London’s aspiration for London to be the world’s leading low carbon circular city.

The Advisor will support the delivery of the programme, which includes activities delivered in partnership with other organisations, to promote circular economy principles and, thereby, reduced waste and increase recycling and reduce consumption-based emissions. The primary activities relate to food, plastics and textiles.

Working in partnerships, the Advisor will design projects, project manage activities, identify and mitigate risks and evaluate impacts. Outcomes from the work will be specified in terms of reduced waste, increased recycling, reduced consumption-based emissions



and job creation. The Advisor will also be responsible for developing toolkits and case studies to scale up the impact of our work.

The Advisor will also be involved in selling and delivering commercial propositions which leverage LWARB's unique market position. Their work will include developing and implementing innovative solutions to promote the circular economy and delivering consulting engagements to local authorities, businesses and other clients (including UK and international cities).

Main accountabilities:

Programme Delivery:

- Proactive engagement with partners generating plans and delivering activities
- Delivery of technical support consistent with plans and stakeholder expectations. Support activities may include, but will not be limited to:
 - Project planning and co-ordination
 - Data analysis and primary research, including designing and conducting interviews and surveys
 - Economic assessments, including cost-benefit analysis
 - Impact assessment
 - Bid support
- Design and development of toolkits and methodologies to facilitate the rapid scaling up of activities
- Support to the team in the design and delivery of workshops and events
- Liaison with external consultancy support where needed

Business Development:

- Networking with key stakeholders in Circular Economy in particular those relevant to one of the food, plastic and textiles sectors
- Supporting the development of sector specific strategies and engaging with relevant stakeholders and, where appropriate, supporting Advance London, our programme of support to SMEs, in recruiting and advising businesses
- Supporting commercial proposition creation and delivery
- Representing the programme in relevant external, events as required

Knowledge Sharing

- Impact measurement and dissemination of learning from projects
- Design and development of tools relevant to the strategic sectors
- Compilation of case-studies and blogs as requested

Other Duties:

- To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job
- Carry out all tasks and allocated work within agreed timescales and budgets



Knowledge, skills and experience	Essential	Desirable
1. Understanding of the concepts and application of Circular Economy principles	X	
2. Experience in managing complex, multi-stakeholder projects	X	
3. Experience in designing and delivering toolkits and methodologies	X	
4. Ability to manage multiple concurrent projects	X	
5. Excellent communication skills including formal presentations, workshop delivery and report writing	X	
6. Data research, collection and analysis skills, including the ability to work with and manipulate large datasets	X	
7. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	
8. Experience of selling and delivering consultancy or advisory support to businesses		X
9. Excellent networking skills		X
10. Knowledge of one of the food, plastic and textiles sectors		X
11. Experience of working with local authorities and cities		X
12. Experience of developing and implementing capacity building and training programmes, accreditation and thought leadership		X



Competencies relevant to this role

Competency	Description
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions.
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of LWARB services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.
Achieving Positive Outcomes	Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it's about having a financial and sustainable mindset to ensure all activities and services are delivering added value and working to enhance the circular economy.
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. It's about reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.