



Senior Advisors – Circular Economy

Title of post:	Senior 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 8: £53,878 – 59,469
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.

Working in partnership with stakeholders and members of the team and supervising staff, the Senior Advisor will oversee and manage the delivery of the Circular London programme which includes activities developed to promote circular economy principles and, thereby, reduce waste and increase recycling and reduce consumption-based emissions. The primary activities relate to food, plastics and textiles. The programme also requires that staff members have policy, strategy, analytics and project management capabilities.

Working with a Commercial Manager and the head of programme, the Senior Advisor will lead activities, develop and manage partnerships, evaluate impacts and originate and



deliver commercial propositions. These propositions will leverage LWARB's assets and unique market position. Business development will include developing innovative solutions to promote the circular economy and selling and delivering consulting engagements to local authorities, businesses and other clients (including UK and international cities).

Key Tasks and Responsibilities:

Programme Delivery:

- Design and delivery of the programme and related projects consistent with the LWARB Business Plan
- Proactive engagement with partners gaining commitment, generating plans and delivering activities
- Design and delivery of technical support consistent with plans and stakeholder expectations including:
 - Project design in collaboration with stakeholders
 - Project planning and co-ordination
 - Data analysis and primary research, including developing research briefs, commissioning third party research and designing and conducting interviews and surveys
 - Economic assessments, including cost-benefit analysis and lifecycle assessments
 - Impact assessment
- Design and development of toolkits and methodologies to facilitate the rapid scaling up of activities
- Leading the design and delivery of workshops and events
- Liaison with external consultancy support and oversight of third party work programmes

Business Development:

- Networking with key stakeholders in Circular Economy in particular those relevant to one of the food, plastic and textiles sectors
- Developing and drafting sector specific strategies and engage with relevant stakeholders and, where appropriate, support Advance London, our programme of support to SMEs, in recruiting and advising businesses
- Leading the creation and delivery of commercial propositions, originating and qualifying opportunities
- Bid leadership and management
- Representing the programme in relevant external fora and events

Knowledge Sharing:

- Impact measurement and dissemination of learning from projects
- Design and development of tools relevant to the strategic sectors



- Design of a programme of research, case studies and blogs to support the delivery of LWARB’s objectives

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.

Specific education or training requirements

No specific qualifications are required for this position. A degree and/or a masters in a relevant discipline (eg, business, finance, public or international relations, environmental science) is likely to be useful.

Knowledge, skills and experience	Essential	Desirable
1. Understanding of the concepts and application of circular economy principles	X	
2. Experience of leading and managing complex, multi-stakeholder projects	X	
3. Ability to lead and manage multiple concurrent projects	X	
4. Excellent communication skills including formal presentations, workshop delivery and report writing	X	
5. Excellent data research, collection and analysis skills, including the ability to work with and manipulate large datasets and present findings concisely and with impact	X	
6. Experience of managing complex accounts and leading and delivering commercial propositions or consultancy engagements	X	
7. Excellent networking skills	X	
8. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	
9. Experience in designing, critiquing and delivering policy advice		X



10. Knowledge of one of the food, plastics and textiles sectors		X
11. Experience of working with senior business leaders, politicians and officials		X
12. Experience in research and analysis, strategy, policy and project management		X
13. Experience of developing and implementing capacity building and training programmes, accreditation and thought leadership		X
14. Supervision and management of staff		X

Competencies related to this role

Competency	Description
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. For leaders, it's about identifying environmental, economic, market and public issues and using these to promote innovative business models, commercial partnerships and agreements to deliver greatest value.
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. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that LWARB maximises its impact within the resources available.
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. For leaders, it is about building a performance culture where staff are given



	space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse stakeholder needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for LWARB services.
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. Leaders will aim to maximise impact and return on investment while minimising risk and balancing a range of considerations to provide sustainable outcomes.
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. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.