

Job Title

Business Advisor

Reports to

The Business Advisor reports to the Business Advice Manager

Company Overview

LWARB was established 12 years ago. Since then it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. LWARB work with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in circular economy thinking and practice.

The Business Advisor supports LWARB's engagement with small and medium-sized enterprises (SMEs). This support is a central part of LWARB's 2020-2025 business plan with the objective of supporting the Mayor of London's aspiration for London to be the world's leading low carbon circular city. The team supports SMEs which have existing circular economy offerings as well as businesses that want to transition to a circular economy business model.

Role Overview

As the Business Advisor you will work within the Advance London team to deliver high quality circular economy focused business help and advice to businesses within London to help them scale-up existing circular economy operations or transition to more circular business operating models. You will support the team in the delivery of concrete environmental sustainability advice to the SMEs in our network in the form of technical reports, bespoke (excel-based) toolkits and workshop materials. The main focus of the role will be to assist in the delivery of environmental impact assessments (hotspot analysis and/or carbon footprint calculations) as well as to support the design and delivery of circular pilot projects through financial and environmental modelling. You may also be involved in a range of team activities including delivering workshops (e.g. AL's packaging support stream), case-study and factsheet compilation, and representation of the programme at external events.

Responsibilities and Duties

Service delivery:

- Engage proactively with businesses, generating and following up on potential leads
- Fulfill high-quality technical support as per agreed plans. Activities may include, but will not be limited to:
 - Market appraisals
 - Data analysis
 - Primary research, including designing and conducting interviews and surveys
 - Economic assessments, including cost-benefit analysis
 - Life cycle assessment, carbon foot-printing and appraisal of greenhouse gas emissions and waste arisings
 - Assistance with bids
- Design and develop advisory toolkits (e.g. scorecard of environmental certifications, impact calculators, training tools) addressing specific SME needs either personally or through guidance of interns/students/external consultants
- Signpost and deliver basic support for SMEs as instructed by the relevant SME account owner
- Aid the team in the design and delivery of workshops and events
- Liaise with external consultancy as required

Business Development:

- Network with key stakeholders in Circular Economy in particular those relevant to the plastic sector
- Draft sector specific strategies and engage with relevant stakeholders to engage with the SMEs identified in the strategy
- Represent the programme in relevant external events as required.

Knowledge Sharing

- Compile technical factsheets on various topics that relate to the wider SME audience (i.e. on circular packaging options, resource efficiency vs. circularity, circularity and its links with environmental certifications (ISO14001, EMAS, BCorp)
- Design and develop tools relevant to the strategic sectors (food, plastics, textiles, electronics and electrical equipment and the built environment) of the programme (including impact measurement across sectors and circular business inventory) by consolidating insights from our work with various businesses
- Compile case-studies and blogs as required

Other Duties

- 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.

Person Specification

(Items in brackets are desirable characteristics/experience, others are essential).

Experience	<ul style="list-style-type: none"> • Experience in conducting environmental impact assessments, sustainability audits, environmental/carbon footprint calculations • Experience in designing and delivering advisory toolkits • Experience of delivering consultancy or advisory support to businesses, i.e. SMEs/corporates. • (Experience delivering support through ERDF funded programmes)
Job Related Knowledge	<ul style="list-style-type: none"> • Understanding of the concepts and application of Circular Economy principles • (Academic background in chemistry, environmental sciences)
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to manage multiple concurrent projects • Excellent communication skills including formal presentations, workshop delivery and report writing • Excellent data research, collection and analysis skills, including the ability to work with and manipulate large datasets • An understanding of equality of opportunity, valuing diversity and the ability to translate this into action
Competencies	<p>Collaborating and Partnering 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.</p> <p>Delivering Value for Money Efficient, effective and economic use of taxpayers’ money in the delivery of LWARB services; seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. Base decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>Delivering at Pace Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes; working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>Achieving Positive Outcomes Maintaining an economic, long-term focus in all activities. Having a financial and sustainable mindset to ensure all activities and services are delivering added value and working to enhance the circular economy.</p> <p>Making Effective Decisions Using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. Reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.</p>

Benefits

- Grade 6: £42,302- £46,723
- Voluntary employee's pension contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays