



Job Title

Business Advisor

Reports to

The Business Advisor reports to the Senior Business Advisor

Company Overview

ReLondon was established as a statutory body - the London Waste and Recycling Board (LWARB)- in 200. Since then it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; invested in and supported circular businesses across the capital; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance.

We work with the Mayor and with boroughs, with businesses and citizens to help London waste less and reuse, repair, share and recycle more, making the city a global leader in sustainable ways to live, work and prosper.

The Business Advisor supports ReLondon's engagement with small and medium-sized enterprises (SMEs) through its Business Transformation programme. This support is a central part of ReLondon'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 Business Transformation team empowers SMEs to transform the way they do business, whether those with existing circular economy offerings or businesses that want to transition to a circular business model. We do this by providing expert, practical, one-on-one support and consultancy helping them grow and lead the way through circular models and strategies.

Role Overview

As the Business Advisor you will work within the Business Transformation team to deliver circular economy focused business advice to London SMEs. You will help businesses scale-up existing circular operations or transition to more circular business practices. Working directly with SMEs, with oversight from the Senior Business Advisor, you will seek to understand their context, challenges and opportunities to deliver high-quality, concrete, environmental sustainability advice in the form of technical reports, structured recommendations, bespoke (excel-based) toolkits and facilitation of workshops. The main focus of the role will be to support the design and delivery of circular pilot projects, as well as to capture environmental impact assessments (hotspot analysis and/or carbon footprint calculations and modelling). You may also be involved in a range of team activities including delivering workshops (e.g. Circular Business masterclass), compiling case-studies and factsheets, and representing the programme at external events.

Responsibilities and Duties

Service delivery:

- Fulfill high-quality technical support as per agreed plans. Activities may include, but will not be limited to:
 - Scoping and needs assessments
 - Data analysis & diagnostics
 - Life cycle assessment, carbon foot-printing and appraisal of greenhouse gas emissions and waste arisings
 - Economic assessments, including cost-benefit analysis
 - Market appraisals
 - Primary research, including designing and conducting interviews and surveys
 - Assistance with bids
- Design and develop advisory toolkits (e.g. scorecard of environmental certifications, impact calculators, training tools) and recommendation reports that address 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 & packaging sector
- Draft sector specific strategies and engage with relevant stakeholders to engage with the SMEs identified in the strategy
- Engage proactively with businesses, generating and following up on potential leads
- Represent the programme in relevant external events as required.

Knowledge Sharing

- Compile technical factsheets on various topics that relate to the wider SME audience e.g. 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) by consolidating insights from our work with various businesses (including impact measurement across sectors and circular business inventory)
- 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, others are essential).

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 conduct environmental impact assessments, sustainability audits, environmental/carbon footprint calculations

	<ul style="list-style-type: none"> • Ability to design and deliver advisory toolkits • Skills to deliver consultancy or advisory support to businesses, i.e. SMEs/corporates • (Ability to deliver support through ERDF funded programmes) • 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 ReLondon, 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 ReLondon 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

- Permanent full time (37 hours per week) position
- Grade 6: £43,465 - £48,008
(note - new joiners are expected to start at the lower end of the salary band)
- Voluntary employee’s pension contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays