

Job Title

Business Transformation Manager.

Reports to

The Business Transformation Manager reports to the Head of Business Transformation and Sector Support.

**ReLondon Overview**

ReLondon was established in 2008 as the London Waste and Recycling Board. 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. ReLondon works 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 Transformation Manager leads provision of ReLondon's support to startups and SMEs and forms a central part of ReLondon's 2020-2025 business plan with the objective of achieving the Mayor of London's aspiration for London to be a low carbon circular city. The business support is focused on SMEs with existing circular economy offerings as well as SMEs that want to transition to a circular economy business model.

Role Overview

ReLondon's support to SMEs is currently delivered through programmes funded by ERDF, the Greater London Authority (GLA) as part of the Green New Deal programme and ReLondon. The Business Transformation Manager is responsible for delivering those programmes, developing the strategy for long-term sustainability of the SME support activity and its associated funding and managing the team of high-performing professionals. The role holder will lead the delivery of high quality circular economy focused business support and advice to SMEs within London to help them scale-up existing circular economy operations or transition to more circular business operating models to develop more efficient operations, drive innovation and create employment opportunities.

The Business Transformation Manager will develop and lead business support activities such as business driver analysis, market mapping and analysis, options appraisals, development of revised business cases, scenario modelling and facilitating access to finance. The role holder will undertake activities to secure the long-term future of the programme, by securing public funding and by developing commercial services to SMEs and corporates, promote the service and build the network through speaking at events and building relationships with key partners.

The role holder will also ensure that the business support activities link to the remainder of the ReLondon missions by providing strategic insight with regard to relationships with boroughs and the development of commercial propositions such as a directory for London's circular businesses and products and services, a training academy and accreditation to provide assurance of circularity.

Responsibilities and Duties

- Develop a delivery strategy for the SME business support and be responsible for delivery of programmes outcomes.
- , including strategy for fund raising and commercial development, stakeholder engagement, SME recruitment and marketing.
- Line manage the Business Transformation Team
 - Oversee the provision of advisory services to a growing portfolio of businesses.
 - Monitor and report programme performance, including reporting on progress to the ReLondon Board and ERDF and GLA funders.
 - Lead delivery of business support activities to SME customers to include business driver analysis, market mapping and analysis, options appraisals, development of revised business cases, scenario modelling and facilitating access to finance.
 - Undertake networking including:
 - CE 100 companies to promote the Ellen Mac Arthur Foundation's supply chain initiative,
 - Existing SME business support agencies in London,
 - Key stakeholders in the Circular Economy,
 - Potential delivery partners and funders.
 - Increase the profile of the programme through marketing and communications.
 - Contribute to ReLondon's programme through strategic advice in relevant areas that leverage the team's capabilities and experiences.

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

Job Related Knowledge	<ul style="list-style-type: none"> • Understanding of the concepts and application of Circular Economy principles.
Skills and Aptitudes	<ul style="list-style-type: none"> • Strategy development. • Ability to influence, persuade and interact with counterparts at a senior level. • Ability to manage multiple concurrent projects. • Excellent networking skills. • Excellent communication skills including formal presentations and workshop delivery and report writing. • Ability to deliver business advice, preferably to SMEs. • Team Management. • Ability to develop business strategies, business cases and to facilitate investment. • Market analysis. • 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

- Full time (37 hrs per week) permanent position.
- Grade 9; (£59,222 - £65,411). Note, new joiners will start at the lower end of this scale.
- Voluntary employee's contribution matched by employer up to 4% of salary.
- 30 days holiday plus bank holidays.