

## **Job Description**

### **Job title**

Circular Economy Research Assistant

### **Reports to**

Circular Economy Research Assistant reports to the Senior Advisor - Circular Economy Analytics and Knowledge in the Business Transformation and Sector Support team.

### **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.

Our 2021-2025 Business Plan sets out our work programme for the next four years and includes the objective of becoming financially sustainable at the end of this period by generating third party funding and commercial revenue. Our work includes activities developed and delivered in partnership with other organisations to promote circular economy principles and, thereby reduce waste and increase recycling and reduce consumption-based emissions.

### **Role overview**

As Circular Economy Research Assistant you will support the Senior Advisor - Circular Economy Analytics and Knowledge in implementing ReLondon's knowledge strategy and ensure that the organisation has a pipeline of well-curated knowledge assets (including case studies, insight notes, articles, and toolkits) that can be used by our staff and partners.

The Circular Economy Research Assistant is part of ReLondon's Business Transformation and Sector Support team which creates the conditions for London to thrive through enabling and promoting circular economy principles across a wide range of stakeholders to increase resource efficiency and reduce consumption-based emissions. Our team focusses on research, analytics and support to corporates and small and medium-sized enterprises. Members of the team also work on the built environment and promote circular economy principles in the textiles, electricals, and plastics sectors.

The Circular Economy Research Assistant role will involve supporting the Senior Advisor - Circular Economy Analytics and Knowledge on a number of key research projects which will enhance ReLondon's understanding of circular economy, including a variety of data-driven research projects to inform policy and activities that will reduce consumption-based emissions.

This will involve conducting research and analysis on circular economy in-house to build ReLondon's knowledge bank, producing insight notes for ReLondon's website and creating website content, supporting, and coordinating stakeholder workshops across a number of

projects, supporting the Senior Advisor in managing external consultants commissioned to deliver various research projects and reviewing outputs produced by external consultants.

Key stakeholders for this role will include the GLA, London Councils, the Ellen MacArthur Foundation, national government and other organisations and businesses involved in delivering the Mayor of London's ambition to deliver a low-carbon circular city as well as partners who bring capabilities that enable us to deliver our strategy.

You may be asked to specialise in one of ReLondon's focus areas (e.g. electricals in the first instance). This will involve promoting circular economy principles in that specific sector, representing ReLondon at relevant external events and meetings as well as advising colleagues across the organisation on developments relevant to the sector.

## **Responsibilities and duties**

### ***Programme delivery:***

- Support the delivery of ReLondon's knowledge programme and related projects consistent with ReLondon's Business Plan, including a variety of data-driven research to inform policy and activities that will reduce consumption-based emissions.
- Deliver 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 designing, and supporting the creation and delivery of research briefs, supporting third party commissioned research and designing and conducting interviews and surveys.
  - Data collection and building contacts in key governmental organisations who can share relevant data to support research delivery.
  - Advise on best available data sources and data techniques to support research delivery.
  - Conduct economic assessments, including cost-benefit analysis, lifecycle assessments and impact assessments
- Proactively engage with partners, including key stakeholders, gaining commitment, delivering activities, and organizing stakeholder workshops.
- Deliver a variety of knowledge outputs, including case studies, reports, insight notes, articles, and toolkits.
- Support and coordinate the delivery of workshops and events related to the Senior Advisor's key research projects and others.
- Support the Senior Advisor in managing external consultants commissioned to deliver various research projects.

### ***Knowledge development and dissemination***

- Support the delivery of a programme of analytical insights and conduct data analysis and research to support the development of ReLondon's in-house research capacity.
- Implement the knowledge strategy and deliver a pipeline of well-curated knowledge assets (including case studies, insight notes and tools) that can be used by our staff and partners.

## ***Business development***

- Network with key stakeholders related to the circular economy.
- Support work and knowledge sharing in one of ReLondon’s priority sectors and suggesting initiatives ReLondon could get involved with.
- Support the creation and delivery of commercial propositions and support the drafting of funding bid proposals for future research projects.
- Represent ReLondon in relevant external events and meetings.

## ***Other Duties***

- Undertake other duties as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Keep abreast of market, legislative and regulatory developments and developments related to circular economy analytics.
- Carry out all tasks and allocated work within agreed timescales and budgets.
- Present at team meetings on progress with projects to support knowledge sharing.

## **Person specification**

<p>Job Related Knowledge</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of the concepts and application of circular economy principles.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of key London environmental datasets.</li> <li>• Knowledge of the electrical sector.</li> <li>• Understanding of life cycle analysis and material flow analysis.</li> </ul>
<p>Skills and Aptitudes</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Research, data collection and analysis, including handling large datasets, drafting research reports and other knowledge outputs in a clear and accessible format.</li> <li>• Strong analytical, organizational and project management skills.</li> <li>• Excellent communications skills including the ability to represent ReLondon at stakeholder and external meetings.</li> <li>• Organising stakeholder workshops, including all logistical and secretariat elements.</li> <li>• Strong time management skills with the ability to work across a variety of different multi-stakeholder projects.</li> <li>• Excellent networking skills with the ability to build and retain relationships across the sector and develop opportunities to collaborate with key external stakeholders.</li> <li>• Proficiency in Microsoft Excel, PowerPoint, and Word.</li> <li>• An understanding of equality of opportunity, valuing diversity and the ability to translate this into action</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Supporting fundraising activities and drafting funding bids.</li> </ul>

Qualifications	A degree and/or professional qualification in environmental science, research, data analysis, sustainability, (in particular with reference to life cycle or material flow analysis) would be desirable.
Competencies	<p><b>Seeing the Big Picture</b> Having an in-depth understanding and knowledge of how your role fits with and supports ReLondon’s objectives and the wider stakeholder environmental needs. It involves keeping up to date with a broad set of issues relating to ReLondon’s work and taking an active interest in expanding your knowledge related to your role.</p> <p><b>Making Effective Decisions</b> 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. It includes demonstrating accountability and making unbiased decisions.</p> <p><b>Collaborating and Partnering</b> 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. It involves developing a range of contacts outside your own team to help get the job done and proactively seeking information to help achieve results.</p> <p><b>Learning and Development</b> Having a strong focus on continuous learning for oneself, others and the organisation. It involves being open to learning and keeping one’s own knowledge and skill set current and evolving.</p> <p><b>Leading and Communicating</b> Showing our pride and passion for public service and the environment, communicating purpose and direction with clarity, integrity, and enthusiasm. It’s about championing equality and diversity and supporting principles of fairness of opportunity for all.</p> <p><b>Delivering at Pace</b> Focus on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It’s about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It involves checking your own performance against outcomes, making improvement suggestions, or taking corrective action when problems are identified.</p>

# ReLondon

## Benefits

- This role is a permanent, part-time role (60% FTE, 22.2hrs per week)
- Grade 5: £36,406 - £40,890 *pro rata*  
(note, appointment expected at the bottom of the grade).
- Voluntary employee's contribution matched by employer up to 4% of salary
- 30 days holiday *pro-rata* plus bank holidays