



## Role Description

### Assistant Analyst

#### Role details

Title:	Assistant Analyst
Directorate:	Business Development & Innovation
Role reports to:	Government Policy Manager/Research & Analysis Manager/Evaluation Manager

#### The Organisation – Overview

Zero Waste Scotland exists to lead Scotland to use products and resources responsibly, focusing on where we can have the greatest impact on climate change. Using evidence and insight, our goal is to inform policy, and motivate individuals and businesses to embrace the environmental, economic, and social benefits of a circular economy. We are a not-for-profit environmental organisation, funded by the Scottish Government and European Regional Development Fund.

We have recently launched a four-year corporate plan which will see an evolution in the organisation. We currently receive c.£25m of Public Sector funding per annum and must continue to maximise impact from investment whilst also acquire new funding.

In improving organisational efficiencies, we strive to forge new ways of achieving greater reach and more impactful results. Our organisation is at the heart of a political and public shift in attitudes towards climate change and the environmental consequences of our lifestyles.

#### The Role – Overview

This role will support Zero Waste Scotland's Business Development & Innovation work, working closely managers, technical specialists, analysts and delivery teams to progress projects that builds the economic and environmental case for a transition to a more circular economy.

The role will support evidence, analysis and policy work across the business giving advice and sharing insights with colleagues.

Contributing to the wide range of topics that Zero Waste Scotland is engaged on, the role will support evidence gathering, impact assessments, evaluation and the development of useful insights. In doing so, the role will use project management, collaboration, engagement, influencing and analytical skills.

#### Responsibilities - Overview

- Use knowledge and experience of circular economy, waste and economic development including the relevant regulatory frameworks to support the development of high-level policy and technical advice and guidance to Zero Waste Scotland colleagues and Government.
- Co-design, commission and co-ordinate projects covering the key analytical areas within the Directorate (policy, environmental, economic and research analysis and evaluation). This will include:
  - Co-designing project scope; drafting, processing and assessing tender specifications; supporting project events/meetings; reporting using various information systems; liaising with the



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<p>Programme Management Office (PMO); establishing specific targets and milestones; and monitoring, reviewing and reporting project progress and risks/issues.</p> <ul style="list-style-type: none"> <li>○ Responsible for managing project spend to agreed parameters. Provides information to assist with financial forecasting and profiling.</li> </ul> <ul style="list-style-type: none"> <li>● Support the key analytical areas (policy, environmental, economic and research analysis and evaluation) within the Directorate to:             <ul style="list-style-type: none"> <li>○ Anticipate and understand stakeholders’ needs on policy topics</li> <li>○ Gather, analyse and report data requirements for project delivery.</li> <li>○ Communicate information on policy topics to internal and external stakeholders as directed by the analysts and managers in the team.</li> <li>○ Present to internal and external stakeholders on policy topics via information briefings, presentations, written submissions and reports.</li> <li>○ Contribute to government or parliamentary requests on policy topics</li> </ul> </li> <li>● Responsible for delivering sector/technical outputs and outcomes effectively and in good time.</li> <li>● Manages contracts and relationships, liaising with external stakeholders as required to deliver successful outcomes in ways that ensure that the support provided is appropriate, up to date, consistent with Zero Waste Scotland’s policies and good practice, and delivered within agreed timescales and budget.</li> <li>● Responsible for actioning agreed opportunities identified to enhance delivery of Zero Waste Scotland’s objectives and mobilises appropriate responses on policy topics</li> <li>● Establish and manage strong working relationships with all key stakeholders including regular liaison with external partners, including Scottish Government to build credibility.</li> <li>● Assist in the identification and development of opportunities for new or additional funding from government on policy topics and co-design the development of propositions with relevant colleagues across Zero Waste Scotland.</li> </ul>
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### Core organisation competencies

<p><b>Adaptable to change:</b> Responds and behaves positively to change, identifies and acts upon new opportunities.</p>
<p><b>Building relationships:</b> Proactively develops internal and external relationships acting as an advocate and generating momentum for achieving Zero Waste Scotland’s goals</p>
<p><b>Personal commitment:</b> Demonstrates commitment, energy and enthusiasm for achieving challenging goals.</p>
<p><b>Teamwork:</b> Encourages and develops cross-functional working and builds teams based on results to be achieved.</p>

### Specific competencies

Achieving Targets	Analysis & Decision Making
Stakeholder Management	Commercial Awareness
Quality Focus	Planning and Organising



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#### Job essentials

- Educated to degree level or equivalent and/or relevant professional qualification
- If no relevant degree/professional qualification, then must be able to demonstrate relevant specialist experience and an ability to transfer that knowledge to others
- Experience of working in one or more of the key analytical areas within the Directorate (policy, environmental, and research analysis and evaluation).
- Experience of project management in the setting of one or more of the key analytical areas within the Directorate (policy, environmental, research analysis and evaluation).
- Excellent verbal and written communication skills, with experience of influencing decision makers and, presenting to relevant sector to deliver outcome based targets
- Ability to work on own initiative and be flexible in order to respond to the changing project priorities
- Strong interdisciplinary and team working skills
- Experience of managing contracts and external contractors to deliver services

#### Desirable Experience

- Industry, market and technical understanding of policy area (waste, resources, circular economy and net zero) with a track record of delivery which blends specialist knowledge from across the business to achieve successful outcomes.
- Proficient at blending in-house and external expertise to achieve complex project outcomes in a dynamic environment.
- Experience of commissioning, leading or co-designing research and evaluation projects including interpreting quantitative and qualitative data.
- Experience in proactively managing diverse and challenging stakeholders, partners and customers to foster effective relationships reach a successful outcome.

#### Role dimensions

Management impact	<ul style="list-style-type: none"><li>• Indirect management of others e.g. contractors</li><li>• No line management responsibility</li></ul>
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#### Our values

We will adopt a culture and set of behaviours that underpin everything we do.

We will be:

#### Pioneering

- Seeking out and responding to new solutions.
- Showing an appetite for new ideas.
- Being bold and challenging the status quo.
- Challenging ourselves to improve.

#### Collaborative

- Partnering with others (internally and externally) to deliver our vision.
- Respecting abilities and opinions.
- Creating teams, internally and externally, which bring together the best resources.
- Understanding the most effective role we, and others, can play to achieve success.
- Using our knowledge to create persuasive and convincing calls to action for others to follow.

#### Focused

- Intentionally choosing the right things - selecting initiatives and activities which have the greatest impact.
- Learning from our experiences and mistakes to improve future activities.
- Gathering feedback on how we are reaching our goals and using this to inform our actions.
- Leveraging our knowledge to make a difference.
- Using analysis and insights to make decisions, take action, engage others and provide solutions.

#### Authentic

- Being true to ourselves.
- Leading by example through our own behaviours and corporate actions and policies.
- Communicating with honesty and openness.
- Holding ourselves and others to account regardless of hierarchy.
- Committing to professionalism and high standards.