



## Role Description Consultant

### Role details

Title:	Consultant
Directorate:	Customer Engagement & Communications
Role reports to:	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.

### Role Purpose – Overview

Working closely with and being directed by the Manager, this role will support a range of activities that are required to implement a programme of work, including management of technical and/or research projects, writing of technical specifications, fund administration and stakeholder engagement activities.

### Key Responsibilities - Overview

- Provide specialist technical advice and support to support the delivery of specialist programme of activity
- Support the Manager with projects, education and awareness raising to assist with the delivery of Zero Waste Scotland's net zero ambitions
- Plan and organise service delivery taking responsibility for the planning and development of allocated project activities as directed ensuring the demonstration of best practice and quality improvement

This includes:

- recruiting external organisations to demonstrate best practice
- facilitating the development & evaluation of ideas
- supporting the implementation of pilot scale projects
- catalysing interest from the peer group
- gathering and analysing data
- evaluation of activity and identification of risks



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- Maintain an up to date understanding of relevant EU, UK and Scottish policy helping to ensure that activities recognise these including interaction with stakeholders/customers/partners
- Co-ordinate specialist technical information events and workshops
- Undertake technical specification writing to support the procurement of relevant specialist activity and contribute to the development of case study material to support the implementation of projects
- Contribute to the production of management reports and information based on operational or research data to inform and assist the business planning process
- Review contactor and delivery partners output for quality, commercial soundness and consistency with Zero Waste Scotland’s ambitions
- Work collaboratively with colleagues and external contacts in order to promote effective partnership agreements for the delivery of high-quality services and help to identify areas for cross team working and opportunities to extend and develop the service within Zero Waste Scotland and other delivery partners, proposing practical solutions to take them forward
- Support the creation of proposals for Business Development activities

### Core organisation competencies

**Adaptable to change:**

Responds and behaves positively to change, identifies and acts upon new opportunities.

**Building relationships:**

Proactively develops internal and external relationships acting as an advocate and generating momentum for achieving Zero Waste Scotland’s goals

**Personal commitment:**

Demonstrates commitment, energy and enthusiasm for achieving challenging goals.

**Teamwork:**

Encourages and develops cross-functional working and builds teams based on results to be achieved.

### Specific competencies

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

### 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
- Broad general knowledge of the circular economy and its application in the specialist area
- Evidence of working with different stakeholders/customers/partners
- Proven ability to contribute to service planning, improvements and development activity



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- Demonstrable experience of developing and implementing service plans
- Experience in the use of IT systems for administration and management (e.g. MS Office, Project Management)
- Good communication and interpersonal skills with the ability to engage with internal and external partners, communicating changes in guidance, policy, legislative frameworks as well as provide support and guidance on technical issues
- Ability to work on own initiative and be flexible in order to respond to the changing service priorities
- Demonstrable experience of managing third party contractors to deliver services

### Desirable Experience

- Evidence of working with and influencing a wide range of stakeholders to deliver outcomes

### Role dimensions

Management impact

- Indirect Management of others (e.g. contractors)
- No direct line management impact



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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.