



## Role Description

### Environmental Analyst

#### Role details

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

#### 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

The role provides environmental, resource efficiency and climate change advice, analysis and research to Zero Waste Scotland. This will include practical application of Life-Cycle-Analysis.

This role includes direct analysis in-house, and also designing, commissioning, and project managing externally commissioned research and analysis.

This role provides expert advice to all levels of management and Zero Waste Scotland colleagues and extends to key partners including our sponsors. The advice, research and analysis we give builds the economic and environmental case for a transition to a more circular economy.

#### Responsibilities

- Provide environmental, resource efficiency and climate change advice and analysis to Zero Waste Scotland, at project, programme and organisational level, and with external partners and funders when required. This will include direct application of life cycle analysis and environmental impact assessments, and provision of specialist environmental insight to a wide range of evidence, delivery, and policy projects.
- Understand develop and manage advice on environmental analysis with the industries and sectors that Zero Waste Scotland works with and identify and manage joint projects, share experiences and establish best practice
- Contribute to the production of Zero Waste Scotland submissions to policy consultation exercises and formal requests from the Scottish Government and other key statutory bodies in Scotland on environmental impacts and work with colleagues to integrate environmental considerations



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- Lead the commissioning of projects on specific environmental, resource efficiency and climate change issues, advising colleagues across the organisation to deliver these in line with the organisation’s aims and objectives.
- Directly responsible for all aspects of project development around a range of evidence projects, whether conducted in-house, externally, commissioned, or as a mix, including consideration of how these link to the wider evidence environment internally and externally. This includes; defining the scope, goals, appropriate timescales and resourcing; managing tender assessment processes and external contractors; specifying and signing off deliverables; budgeting and resourcing; managing and escalating risks; provision of advice and guidance on environmental analysis and interpretation of results to Zero Waste Scotland delivery teams, funders and partners and carry out appropriate and high-quality analysis
- Write up and quality assure the results of evidence gathering and environmental analysis projects
- Work with the team to develop and apply tools to map environmental impacts including the maintenance and development of Zero Waste Scotland’s carbon metric
- Identify areas where further research, evidence, or policy work would assist Zero Waste Scotland in meeting targets, maximising delivery, or in being able to robustly assess impacts.
- Carry out well researched policy briefings to senior leaders in Zero Waste Scotland, and external partners, on environmental and climate change policy and management issues.
- Provide direction on how to improve and deliver environmental analysis activity, investigating new opportunities and sectors, to support future programme delivery across ZWS.
- Keep abreast of technical and policy developments related to the role and play an active role in developing our collective expertise as a business in environmental analysis, both within our evidence and policy functions, and with delivery teams.

### Core organisation competencies

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

### Specific organisational competencies

Achieving Targets	Analysis & Decision Making
Stakeholder Management	Influencing & Negotiating
Quality Focus	Planning and Organising

### Job essentials

- Educated to degree level or equivalent work experience in a subject relating to environmental analysis.
- Experience of applying Life Cycle Assessment (LCA) and other relevant environmental analysis techniques in a practical context.



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- Strong analytical skills, sound project management skills (which include conducting research projects or interdependent packages of research work in transferable contexts) and the ability to balance a complex mix of priorities.
- Good levels of computer literacy, especially with Excel and familiarity with SimaPro or a similar lifecycle impacts database
- Demonstrable experience of developing and implementing project plans
- Good communication skills – verbal and written – with experience of writing clear technical reports and other publications, and presenting complex evidence needs or findings to influence diverse audiences.
- Good interdisciplinary and team working skills, with high levels of self-motivation and a personal commitment.
- Demonstrated ability to work with, communicate to, and advise, colleagues, senior management, and external partners or funders on environmental impacts
- Demonstrated ability to communicate scientific or environmental science findings to diverse audiences in a variety of contexts, with attention to ensuring findings can inform decisions and interventions.
- Ability to work on own initiative and be flexible in order to respond to the changing project priorities

### Desirable Experience

- A background in an environmental management and/or policy making arena, with a broad knowledge of environmental and sustainability issues.
- A working knowledge of Simapro, the LCA software tool.
- Experience of specialist techniques (e.g. modelling, statistics, geographic analysis) that would complement our wider team
- Knowledge and experience of the circular economy, waste and recycling and resource efficiency policy areas.

### Role dimensions

Management impact	Accountable and directly responsible for the indirect management of contractors.
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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.



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