

Role Description

Government Policy Manager

Role details

Title:	Government Policy Manager
Directorate:	Business Development & Innovation
Role reports to:	Director of Business Development & Innovation

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 is driving an evolution of the organisation. We currently receive c.£25m of Public Sector funding per annum and must continue to maximise impact from investment and deliver through partnerships.

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 Individual – Overview

Government Policy acts as a critical link, connecting the Scottish Government with Zero Waste Scotland's research, connecting Zero Waste Scotland with policymakers' needs and expectation and understanding international policies that demonstrate best practice in driving the circular economy.

Leading a team of policy specialists and working closely with the Director of Business Development & Innovation, the successful candidate will be responsible for managing and supporting Zero Waste Scotland's policy support activities. This includes; monitoring developments in regulations, ensuring that high quality policy support and technical advice is provided to the Scottish Government, generating and sharing policy insights with colleagues and stakeholders, working with colleagues to ensure that robust evidence is generated to support policy development and building networks across the policy landscape, in Scotland and beyond. The role will have responsibility for setting and delivering Zero Waste Scotland's programme of policy and government affairs work managing and coaching a team of policy specialists.

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Key Responsibilities - Overview

- Lead and motivate the team to achieve outputs timeously and on budget
- Use knowledge and experience of circular economy, waste and economic development including the relevant regulatory frameworks to provide high level complex policy and technical advice and guidance to Zero Waste Scotland colleagues and Government
- Use policy insights, research outputs and stakeholder engagement to inform relevant government policy areas where new relationships can be cultivated to help drive Zero Waste Scotland's outcomes
- Work with the Research and Analysis Manager on research priorities, and the latest thinking to solve complex issues and problems ensuring arguments are augmented by robust evidence
- Contribute to Zero Waste Scotland's outcomes by driving continuous improvement and innovation and identifying new opportunities
- Direct and develop complex responses to submissions, consultations, legislation and events with the UK, EU and Scottish Government
- Ensure colleagues are aware of UK, EU and Scottish Governmental priorities and potential opportunities and impact on Zero Waste Scotland's goals and outcomes
- Working with colleagues to ensure that robust evidence is generated in order to support Scottish Government and Zero Waste Scotland policy development including working with partners to embed Zero Waste Scotland policy positions to support external influence
- Work with closely with relevant colleagues across Zero Waste Scotland, specifically research sectors, communications to ensure expertise is informing the organisations' policy and technical advice to Government
- Lead on political and Government intelligence to provide high level complex advice to colleagues on the opportunities supporting the organisation's outcomes alongside the risk

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.

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Specific competencies

Achieving Targets	Analysis & Decision Making
Stakeholder Management	Influencing & Negotiating
Strategic Thinking	Planning and Organising
Communications	Commercial awareness

Job essentials

- Degree qualified or equivalent in a relevant discipline
- Excellent policy and strategy skills, with experience in policy development and high level planning
- Experience of leading the development and managing the production of policy outputs including research reports, briefings and consultation responses, with an eye for detail and accuracy
- Experience of engaging with the private and public sectors and internationally to drive key policy outcomes
- Direct experience of political institutions and decision-making processes; able to work alongside and in partnership with key officials in Government departments, and regulatory bodies.
- Experience of working with and influencing political leaders
- Experience of complex research and evaluation including interpreting quantitative and qualitative data
- Track record of shaping and informing policy debates and dialogue
- Demonstrable experience of good interdisciplinary, staff and team management, motivation and development
- Excellent written and verbal communication skills
- Experience of managing external contractors
- Strong organisational and planning skills

Desirable Experience

- In depth knowledge of the policy and political landscape in which Zero Waste Scotland operates
- Knowledge and understanding of the environmental industry and environmental issues

Role dimensions

Management impact	<ul style="list-style-type: none"> • Accountable and directly responsible for the line management of programme support colleagues • 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.