



Role Description Partner (Recycling)

Role details

Title:	Partner (Recycling)
Directorate	Customer Engagement & Communications
Role reports to:	Manager (Recycling)

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 develop, plan, deliver, monitor, report and grow specialist sectoral activities in Scotland. As a key contact in this specialist area, the role will be specifically responsible for managing stakeholder engagement by providing expert advice and support to key stakeholders and, inputting into the development of key specialist activities

Key Responsibilities - Overview

- Work closely with the wider Customer Engagement team to support the delivery of current Zero Waste Scotland outcome targets and business plan
- Lead on a range of specialist activities. This will involve providing support to, and securing commitment from, stakeholders/customers/partners across the sector with the aim of encouraging uptake of circular approaches
- Understand relevant current and future legislative and policy drivers in Scotland and to help facilitate development of any future team activity
- Work with partners to develop a pipeline of projects from across the sector in Scotland
- Identify opportunities in Scotland for engagement with clients, designers, contractors and their supply chains to promote the adoption of sustainable circular practice across the sector.



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- Contribute to disseminating the results and outputs from Zero Waste Scotland and commissioned studies by speaking at external events and by facilitating and presenting at Zero Waste Scotland organised dissemination events and workshops
- Diagnose and identify opportunities to enhance the delivery of Zero Waste Scotland's services and work in partnership with the business development team and Manager to examine this; taking responsibility for actioning agreed opportunities in the specialist area
- Proactively develop and maintain good working relationships with stakeholders/customers/partners whilst leading procurements, contracts and framework agreements requiring a high degree of skills in negotiation, collaboration, influence and persuasion
- Support the Manager in defining processes which are relevant to delivery of specific programmes of work and manage delivery within agreed processes including the identification and management of sector/technical specialist area risks (escalating any major stakeholder risks)
- Provide expert technical and professional advice, guidance and support to colleagues, customers, providers, suppliers and / or other stakeholders. Interpret and resolve complex queries and issues and offer tailored solutions which meet their needs.
- Support the Manager in setting and implementing monitoring and evaluation requirements across projects, and input monitoring information to Zero Waste Scotland's reporting processes, sharing it with the Manager and other colleagues as requested.

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
- Evidence of experience within the sector or specialist area and/or its supply chain



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- Demonstrable experience of stakeholder/customer/partner engagement by sharing technical knowledge
- Strong industry, market and technical understanding of specialist area
- Awareness of environmental drivers and issues in the sector
- Strong organisational skills with experience of developing and implementing project plans successfully
- Excellent track record of managing delivery and achieving outcome based targets in similar specialist area
- Excellent verbal and written communication skills, with demonstrable experience of influencing decision makers and, presenting to relevant sector to deliver outcome based targets
- Strong interdisciplinary and team working skills
- Experience of managing contracts and external contractors to deliver services
- Strong level of computer literacy including MS Office

Desirable Experience

- Experience of marketing, PR and other communications technique to influence behavioural change
- An appreciation of the tender and procurement process

Role dimensions

Management impact	<ul style="list-style-type: none">• No direct line manager responsibility• Indirect management of others e.g. 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.