



Role Description

Policy Analyst

Role details

Title:	Policy Analyst
Directorate:	Business Development & Innovation
Role reports to:	Government Policy 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 Policy Analyst will take a lead role in defining, evidencing and implementing our policy work to advance Scotland's circular economy and progress to net zero. The role will co-design the research, evidence and analysis and translate this into advice to Zero Waste Scotland and our sponsors (primarily Scottish Government). The role will also build the case for high-impact policies by developing excellent relationships with government and other stakeholders.

The Policy Analyst will lead on the gathering of evidence to support the development of new policies and interventions that will help Scotland meet its ambitious targets. To do this, the role will be required to draw from experience around the world to make sure that Scotland is learning from the best and sharing our own experiences with others.

Responsibilities - Overview

- Use knowledge and experience of circular economy, waste and economic development including the relevant regulatory frameworks to provide policy and technical advice and guidance to Zero Waste Scotland colleagues and the Scottish Government.
- Manage and develop responses to submissions, consultations, legislation and events with the UK, EU and Scottish Government on policy topics undertaken under the Direction of the Government Policy Manager



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- Ensure colleagues are aware of UK, EU and Scottish Government priorities and potential opportunities and impact on Zero Waste Scotland’s goals and outcomes on policy topics Responsible for delivering sector/technical outputs and outcomes effectively and in good time.
- Supervise, within the relevant processes, all aspects of project development for government policy projects, whether conducted in-house, externally, commissioned, or a mix. This includes: defining the scope, goals, appropriate timescales and resourcing; managing tender assessment processes and external contractors; specifying and signing off deliverables; budgeting, managing project level risks and resourcing
- Work closely with the Research and Analysis team to co-design evidence requirements to support Scottish Government and Zero Waste Scotland policy development or to assess the impacts of our work on policy topics
- Proactively identify policy developments (through policy insights, research outputs and stakeholder engagement) which have relevance to Zero Waste Scotland’s work and summarise key insights for relevant stakeholders verbally and in writing
- Respond flexibly to ad-hoc requests for policy insights from leadership & other colleagues.
- Identify areas where further research or evidence gathering would assist Zero Waste Scotland in meeting policy goals and targets
- Responsible for actioning agreed opportunities identified to enhance delivery of Zero Waste Scotland’s objectives and mobilise appropriate responses on policy topics
- Establish and manage strong working relationships with all key stakeholders including regular liaison with external partners, including Scottish Government to build credibility.

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	Strategic Thinking
Quality Focus	Influencing & Negotiating

Job essentials



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- 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
- Strong industry, market and technical understanding of policy area (waste, resources, circular economy and net zero) with a track record managing delivery which blends specialist knowledge from across the business to achieve successful outcomes.
- Experience of developing consultation responses, briefings and research reports
- Experience of liaising with political institutions and decision-making processes; able to work alongside and in partnership with key officials in Government departments, and regulatory bodies.
- Good commercial understanding with the ability to translate it into political and regulatory objectives and clear actions
- Demonstrable experience of stakeholder engagement by sharing technical knowledge
- Strong organisational skills with experience of developing and implementing project plans successfully
- 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

- Proficient at blending in-house and external expertise to achieve complex project outcomes in a dynamic environment.
- Experience of commissioning, leading or co-designing complex 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">• 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.