



Role Description

Research Analyst

Role details

Title:	Research 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

Provide expert analytical and research support and advice to Zero Waste Scotland to all levels of management and Zero Waste Scotland colleagues, as well as key partners and sponsors, to enable them to develop their work effectively through robust research and programme insight, and to monitor progress against targets. This role includes direct analysis in-house, and also designing, commissioning, and project managing externally commissioned research, evidence-gathering, and impact assessment work. This role will provide support to a wide range of Zero Waste Scotland programmes, from business resource efficiency to consumer behaviour change or policy scoping and assessment. Experience with a variety of research methods in varying contexts is essential.

Responsibilities

- Provide research, analysis, and evaluation advice and support to Zero Waste Scotland, at project, programme and organisational level, and with external partners and funders when required. This will include ensuring appropriate and integrated evidence solutions are in place for both research and monitoring and evaluation needs.
- Work closely with delivery programmes to develop and test programme logic and theories of change and ensure that evaluation and other evidence outputs can directly inform both organisational and funder requirements.
- Provide advice and knowledge on a wide range of research methods (qualitative and quantitative) covering both social research and technical evidence gathering in a wide range of delivery contexts, from real-world pilots to desk based evidence reviews.



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- Directly responsible for all aspects of project development for suitable evidence, monitoring, and evaluation 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 project level risks; and ensuring outputs
- Provide advice and guidance on diverse research methods 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 research, evidence gathering, and evaluation projects for a variety of audiences
- Assure and sign off on the quality of research and data analysis across internal delivery programmes, including for potentially high-profile evidence outputs.
- 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.
- Ensure programme level solutions fit within Zero Waste Scotland’s broader approach to research, analysis and evaluation
- Disseminate the results of research and evidence gathering verbally and in writing, to both internal and external stakeholders

Core organisation competencies

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

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 in a discipline involving numerical skills or research methods application.



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- A strong background in a discipline involving a wide range of research-based and numerical skills (e.g. statistics, market or social research, economics) including experience with mixed methods
- Experience of carrying out research and evidence gathering including conducting research projects or interdependent packages of research work in transferable contexts
- Theoretical and applied knowledge of evaluation in relation to project delivery and programme support
- Experience identifying and carrying out research using a variety of methods in varied contexts – this role will involve being the first point of contact for a number of our delivery teams.
- Good levels of computer literacy, especially with Excel.
- Sound project management skills and an ability to balance a complex mix of priorities.
- 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.
- Strong interdisciplinary and team working skills, with high levels of self-motivation
- Demonstrated ability to work with, communicate to, and advise, colleagues, senior management, and external partners or funders on developing a clear understanding of research and evaluation needs and findings.
- Demonstrated ability to communicate research and evaluation findings to diverse audiences in a variety of contexts, with attention to ensuring findings can inform decisions and interventions.

Desirable Experience

- Experience of mixed methods across disciplines, or experience of specialist research, statistical, or visualisation techniques, that would complement our wider team
- Experience at the interface of social science and technical/sector-specific knowledge
- Understanding of Zero Waste Scotland policy and / or intervention areas, or direct evidence of transferable experience in a research or policy context

Role dimensions

Management impact	<ul style="list-style-type: none">• 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.