

Role Description

Research & Analysis Manager

Role details

Title:	Research & Analysis 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 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.

The Individual – Overview

The Research & Analysis Manager will provide leadership in further developing |Zero Waste Scotland's investment in research and work closely with the Director of Business Development & Innovation in expanding the innovation agenda in partnership with the Scottish Government, other key stakeholders and a number of networks.

The post holder will work closely with the Director of Business Development and Innovation to deliver a research strategy which supports behaviour change and is sustainable long term. To enable delivery of the strategy, the post holder will ensure that the systems and processes within the organisation are fit for purpose to enable Zero Waste Scotland to deliver quality research that meet the requirements of relevant regulations and guidelines that inform carbon reduction and have economic impact. The role will have responsibility for setting and delivering Zero Waste Scotland's programme of research and innovation work, managing and coaching a team of analysts and economists

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Key Responsibilities - Overview

- Lead and motivate the team to achieve outputs timeously and on budget
- Contribute to Zero Waste Scotland’s outcomes by driving continuous improvement and innovation and identifying new opportunities
- Work with external partners to embed Zero Waste Scotland’s research agenda and ensure that it informs research priorities
- Create and develop a horizon scanning and research plan to develop innovative solutions to support and inform the outcome programme boards
- Embed a monitoring and evaluation framework for all research activity to ensure effective delivery of Zero Waste outcomes
- Undertake horizon scanning to inform the realisation of new business development opportunities alongside supporting continuous improvement and innovation in delivery
- Create and implement a data analytics knowledge hub to drive business development & Innovation opportunities and innovation opportunities across the programme board.
- Manage a portfolio of research and innovation projects including commissioning research and undertaking mapping and identification of impactful research partnerships which support the achievement of organisational outcomes
- Support complex systems thinking across all research and business development activity
- Interface with research institutes, think tanks, policy makers, academic institutions and other private and public sector organisations for the benefit of Zero Waste Scotland
- Direct and lead on medium and large-scale research and evaluation studies which support carbon reduction and have positive economic impact, monitoring and evaluating impact on policy regulation and behaviour change

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	Influencing & Negotiating
Strategic Thinking	Planning and Organising
Communications	Commercial awareness

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Job essentials

- Degree qualified or equivalent in a relevant discipline
- Experienced research practitioner with advanced knowledge of statistics/research/information analysis and research techniques
- Track record in leading on research and evaluation proposals
- Expertise in quantitative methods to evaluation of problems
- Experience of working with others on research and improvement projects
- Proven track record of delivery against strategy and plans
- Knowledge of current frameworks for conducting research studies
- Experience of developing and implementing research frameworks and processes
- Experience of complex research and evaluation including interpreting quantitative and qualitative data with the ability to analyse highly complex data sets and develop and implement workable solutions based on the analysis of that information
- Demonstrable experience of good interdisciplinary, staff and team management, motivation and development
- Excellent written and verbal communication skills
- Experience of managing external contractors
- Evidence of strong programme and project management in a demanding commercially orientated environment, including setting budgets, financial management and reporting
- Strong organisational and planning skills

Desirable Experience

- Knowledge and understanding of the environmental industry and environmental issues

Role dimensions

Management impact

- Accountable and directly responsible for the line management of all 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.