

Business Advisor
London Waste and Recycling Board

Title of post:	Business Advisor – Circular Economy
Reports to:	Business Advice Manager
Key Contacts:	SMEs within London. Other business support service providers
Job Grade:	Grade 6: £42,302 - £46,723 (Appointment will be at the first point of this grade)
Pension:	Employee's contribution matched by employer up to 4% of salary
Period:	Fixed term – 9 month contract to 31 st Dec 2019 [with likelihood to extend for another 3 years, subject to confirmation of funding]
Hours	Full Time – 37 hours a week
Annual Leave	30 days
Location	The role will be based at LWARB's Offices at 69 Wilson Street, EC2A 2BB London. Travel to events and meetings across London will be required on a regular basis.



Business Advisor

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Role purpose

Our consulting team aims to deliver high quality circular economy focused business support and advice to Small and Medium Enterprises (SMEs) within London to help them scale-up existing circular economy operations or transition to more circular business operating models.

The Business Advisor will support the team in the delivery of concrete environmental/sustainability advice to the Advance London SMEs in the form of technical reports, bespoke (excel-based) toolkits and workshop materials.

While the main focus of the role is to support the Senior Business Advisor in the delivery of environmental impact assessments/hotspot analysis/carbon footprint calculations, the job holder may be involved in a range of consulting projects spanning other disciplines including, for example, drafting sector strategies, case-study compilation, representation of the programme at external events.

They will be fully engaged in the development of the Support Plan (proposal document) for each SME and delivery of the agreed business support interventions. Knowledge of the circular economy is essential.

Main accountabilities:

Delivery of Support:

- Proactive engagement with businesses, generating and following up on potential leads
- Fulfilment of high-quality technical support as per agreed support plans. Support activities may include, but will not be limited to:
 - Market appraisals;
 - Data analysis;
 - Primary research, including designing and conducting interviews and surveys;
 - Economic assessments, including cost-benefit analysis;
 - Life cycle assessment;
 - Carbon foot-printing / appraisal of greenhouse gas emissions/waste arisings;
 - Bid support.
- Design and development of advisory toolkits (e.g. scorecard of environmental certifications, impact calculators, training tools) addressing specific SME needs either personally or through guidance of interns/students/external consultants.



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- Signposting and delivery of basic support for SMEs as instructed by the relevant SME account owner
- Support of the team in the design and delivery of workshops and events
- Production of SME support summaries for allocated SMEs
- Liaison with external consultancy support if needed

Business Development:

- Networking with key stakeholders in Circular Economy in particular those relevant to the plastic sector.
- Draft sector specific strategies and engage with relevant stakeholders to engage with the SMEs identified in the strategy.
- Represent the programme in relevant external, events as required

Knowledge Sharing

- Compile technical fact-sheets on various topics that relate to the wider SME audience (i.e. on circular packaging options, resource efficiency vs. circularity, circularity and its links with environmental certifications (ISO14001, EMAS, B-Corp).
- Design and develop tools relevant to the strategic sectors of the Advance London programme (i.e. impact measurement across sectors, circular business inventory), by consolidating insights from our work with various businesses.
- Compile SME case-studies and/or blogs as requested

Other Duties

- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job;
- Carry out all tasks and allocated work within agreed timescales and budgets.



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Knowledge, skills and experience	Essential	Desirable
1. Understanding of the concepts and application of Circular Economy principles	X	
2. Experience in conducting environmental impact assessments, sustainability audits, environmental/carbon footprint calculations.	X	
3. Experience in designing and delivering advisory toolkits	X	
4. Ability to manage multiple concurrent projects	X	
5. Excellent communication skills including formal presentations, workshop delivery and report writing.	X	
6. Excellent data research, collection and analysis skills, including the ability to work with and manipulate large datasets	X	
7. Experience of delivering consultancy or advisory support to businesses (i.e. SMEs/corporates)	X	
8. Excellent networking skills		X
9. Academic background in chemistry, environmental sciences		X
10. Experience operating ERDF funding programmes		X