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## At ReLondon we believe...

We are living through a climate emergency, where our actions and behaviours are having a devastating impact on the planet. If unchecked, the damage will be irreversible; our actions now will have a fundamental impact upon us and future generations.

BUT... **we believe** in the power of joint human endeavour and our astounding capacity to achieve.

The solution to the climate emergency is entirely within our collective grasp, and we can avoid the point of no return if we reduce CO<sub>2</sub>e emissions drastically.

**We believe** that a circular economy can deliver those drastic reductions in carbon emissions.

45% of damaging greenhouse gas emissions come from the global management of land and the production of goods and food.

These consumption-based emissions are hard to tackle and require a transformational change in how we make, consume and dispose of 'stuff' – they require a global shift to a circular economy.

**We believe** that cities are the engine room of the circular economy, and that London, a global city of 9m people and counting, must be a leader on the world stage in pioneering this shift. Every policy-maker, every business and every citizen has an urgent part to play in tackling consumption as a driver of climate change.

**We believe** that London is already taking that lead, with a fledgling but burgeoning circular economy, where businesses and community enterprises are using innovative reduce, reuse, repair, rent share and recycle models of working.

**We believe** that we, a small organisation with a powerful reach, can catalyse transformational change in London by inspiring and empowering the action of other. We can mobilise our boroughs, businesses and citizens to change their policies, practices and behaviours, and we will proclaim the impact that this has through partners nationally to boost efforts worldwide.

**We believe** that together we can change the world.

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## About ReLondon

ReLondon was established in 2008 as the London Waste and Recycling Board, to improve waste and resource management in the capital and accelerate our transition to a low carbon circular city. Our mission is to make London a global leader in sustainable ways to live, work and prosper by revolutionising our relationship with stuff and helping London waste less and reuse, repair, share and recycle more.

Over the last sixteen years, we have helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. ReLondon works with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in Circular Economy thinking and practice.

Our 2021-2025 Business Plan sets out our work programme to March next year, including activities developed and delivered in partnership with other organisations to promote circular economy principles and, thereby reduce waste and increase recycling and reduce consumption-based emissions. We are currently developing our strategy and business plan for 2025-2030.

## About the role

We are looking for an exceptional research advisor to coordinate and deliver ReLondon's research and data analytics projects. These projects inform the design of evidence-based interventions to accelerate the circular economy to reduce London's carbon emissions and impact on climate change.

The research advisor will coordinate the end-to-end delivery of large research projects. In the first year of the role, this is likely to include analysis of material flows and carbon footprint for the electricals and built environment sectors in London; analysis of the space and infrastructure needed for a circular economy in London; and development of metrics and indicators to monitor the uptake of the circular economy in London. The research advisor will oversee large projects, collaborating with consultants and academics, ensuring robust research methods and accuracy across all outputs, and engaging with stakeholders to coordinate and draw insights and translate them into actionable recommendations.

The research advisor will provide cross organisation ad-hoc support for partners and teams who need research and data analysis for their projects, as well as contribute to the jointly commissioned research with the GLA and London Councils on the Consumption-Based Emissions Account for London. They will also lead our internal assessment process, enabling us to monitor and report our impact on climate action,

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## Who you are

You may be a researcher, analyst or project coordinator in a sustainability team; local council, national government or a not-for-profit; with a desire to see your research inform real change towards action on climate change. You will have good knowledge of material flow, emissions and life cycle analyses and an understanding of and passion for a circular economy.

As well as being experienced in quantitative and qualitative research methods, you will be adept at using data to recommend change and make persuasive arguments for the accelerated adoption of circular economy principles. You will understand the importance of stakeholder support and will have the skills and ability to engage internal and external partners in a constructive and timely manner to build a range of perspectives into projects, whilst understanding and being sensitive to the relevant political and economic landscape.

You are also able to work collaboratively with colleagues to gain buy-in to and integrate our impact assessment methodologies to create consistent practices for data collection, recording and reporting.

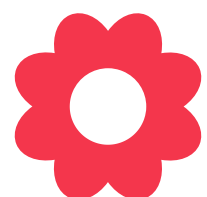
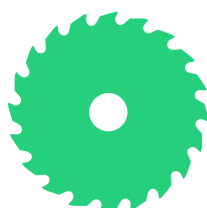
You'll be a highly organised team-player and will have some experience of managing multi-stakeholder projects, ensuring that work is delivered to time, budget and of high quality.

## Key stakeholders

The postholder will work with colleagues across ReLondon teams and will manage relationships with colleagues in the GLA, London Councils, Ellen MacArthur Foundation and work with other stakeholders and partners involved in delivering the Mayor of London's ambition to deliver a low-carbon circular city.

## Position in the organisation

The research advisor will report to the head of business and sector support and will work closely with sector-lead advisors to coordinate ReLondon research projects and manage stakeholders. The post sits within the Business & Sector Support team but will work with colleagues across the organisation and its partners.



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## Tasks and responsibilities

### Research and project management:

- Coordinate ReLondon's research projects, including leading ReLondon's internal impact assessment and working with partners on London's consumption-based emissions research, leading or supporting material flow analyses projects in the electricals and built environment sectors.
- Collaborate with and manage external partners commissioned to deliver larger research projects, review and analyse outputs to ensure both the methodology and outputs are accurate, aligned with ReLondon's mission and contribute an evidence base that can be used to inform future activities.
- Oversee and manage the consistent collection and analysis of output, outcome and impact data across ReLondon, particularly as it relates to our work with London boroughs and SMEs, through surveys and interviews, as well as support our delivery teams use of internal assessment tools.
- Author outputs to disseminate research findings, such as reports, case studies, insight notes, articles and toolkits.
- Liaise with ReLondon's research project board, made up of our key partners, providing ongoing secretariat support and holding quarterly meetings to inform and steer research projects.
- Keep abreast of market, legislative and regulatory developments related to circular economy analytics and engage key stakeholders on relevant upcoming projects to ensure alignment of activities and research.

### Stakeholder engagement:

- Act as liaison with universities and other academic research partners, driving the development of new collaborations and managing delivery.
- Engage stakeholders to collect relevant primary data through interviews and workshops and make recommendations for ReLondon to focus their actions to achieve the greatest impact on climate targets.

### Cross organisational support and impact reporting:

- Provide ReLondon's team with ad-hoc research and data analysis support.
- Organise and lead a regular internal impact working group, keeping teams abreast of latest developments across projects.
- Work with the communications team to produce an annual impact report with the data collected.
- Support delivery teams across ReLondon to monitor and estimate impact of specific projects.

## Other duties

- Represent ReLondon at external events.
- Support the development of funding bids and consultancy pitches for new projects as required.
- Carry out all tasks and allocated work to time, budget and quality.

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## Person specification

Job Related Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"><li>• Experience of leading research projects with multiple stakeholders to accelerate action, ideally in the climate space.</li><li>• Experience of handling large, complex datasets, statistical reports and of primary data collection.</li><li>• Understanding of the concepts and application of circular economy principles.</li><li>• Knowledge of material flow, emissions and life cycle analyses.</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Understanding of scope 1, 2 and 3 emissions.</li><li>• Experience of conducting impact assessments for similar organisations.</li></ul>
Skills and Aptitudes	<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent research, data collection and analytical skills.</li><li>• Comfortable working with quantitative data and detailed numerical analysis.</li><li>• Ability to synthesise complex information and draw out themes to create compelling narratives and drive support for organisational objectives.</li><li>• Exceptional written and verbal communication skills, with the ability to clearly communicate information to non-expert audiences.</li><li>• Ability to lead and coordinate a wide range of stakeholders with different agendas towards a common goal.</li><li>• Highly organised with well-structured and disciplined approach to time management.</li><li>• Ability to manage projects to time, quality and budget.</li><li>• An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Ability to support fundraising activities and draft persuasive funding bids.</li></ul>
Qualifications	<p>A degree and/or professional qualification in environmental science, sustainability or other relevant discipline or commensurate work experience.</p>

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## Terms and conditions

Salary grade and band	Grade D: salary band £53,539 - £63,641 new appointments will usually start at the lower end of the band.
Hours	Role is offered as full time, 37 hours per week, but we are open to flexible and part time working for the right candidate.
Holiday allowance	30 days holiday plus bank holidays.
Pension contributions	Voluntary employee's contribution matched by employer up to 4% of salary.
Location	Sustainable Workspaces, 5 <sup>th</sup> Floor, County Hall, Belvedere Road, SE1 7PB. Our staff work flexibly between the office and home.
Facilities	Sustainable Workspaces is based in London's iconic County Hall - overlooking the London Eye, Big Ben and Houses of Parliament. Sustainable Workspaces boasts a south facing terrace with fantastic views, an Event Hub, collaborative rooms, café, lounge, bike storage and shower facilities
Travel	To encourage active travel we offer a cycle to work scheme as well as bike storage and shower facilities. Interest free season ticket loans are also available.

## How to apply

Please submit an up-to-date CV and covering letter (no more than 2 sides) outlining how you meet the criteria in the person specification and competencies by the published deadline to the [ReLondon Career Site](#).

If you have any questions about the role, please contact [pauline.metivier@relondon.gov.uk](mailto:pauline.metivier@relondon.gov.uk)



[reondon.gov.uk](https://reondon.gov.uk)

Sustainable Workspaces, 5th floor, County Hall,  
Belvedere Road, London SE1 7PB

ReLondon is the operating name of the London Waste and Recycling Board.