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ROLE PROFILE

Job Title:	Circular Economy Manager	Job Code:	ES/BS23
Department:	Business Support	Version:	1.0
Reports To:	Programme Manager (Resource Efficiency)	Date Created:	November 2019
		Member of:	Business Support
		Grade:	K
		Budget:	N/a

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Working with businesses to boost productivity, create employment and provide access to finance



Job Overview:

- Be a key client manager for the REBiz circular economy programme from initial client diagnostic through project scoping and on-boarding process, managing relationships with procured circular economy specialists, guiding and assisting through the support gateway process, and writing project appraisal reports to present to senior management to secure approval to proceed.
- Identify, develop and continually improve strategic relationships with internal and external stakeholders within clean growth, resource management and circular economy specialists and private sector.
- Be an active advocate and champion for SME clean growth and the circular economy within and outside the Leeds City Region.

- © Design, implement and maintain the systems required for the delivery of the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.



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- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Lead, develop, strengthen and maintain relationships with a client caseload of SME's in Leeds City Region.
- Establish a network of relevant contacts in businesses, universities, Ellen Macarthur Foundation, WRAP UK, and other local and national resource efficiency and circular economy support agencies (e.g. Circular Yorkshire, London Waste & Recycling Board, Zero Waste Scotland, BiTC).
- Develop trusting and open relationships with senior decision makers in clean growth, circular economy and business support to understand the key challenges and ambitions and provide relevant and valuable support.

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Business development and lead generation to establish a portfolio of clients to drive the circular economy and clean growth.
- Manage a portfolio of key business accounts and work strategically with businesses at board level to facilitate delivery of complex circular economy projects.
- Undertake visits to company sites and hold meetings with senior decision makers, using own knowledge and judgement or as directed by the Programme Manager.
- Proactively engage SMEs with potential for circular economy, resource productivity and clean growth. Progress these opportunities using own initiative and explore optimal ways to support SME growth.
- Identify opportunities for circular economy development, manage a procured support provider to support SME circular economy projects and broker links to suitable complementary programmes of support in the innovation segment including Connecting Innovation and PAPI.
- Develop the Combined Authority's expertise and understanding of the impact and opportunities of the circular economy, identifying opportunities to develop further support programmes linked to national, regional and local policy and strategy.
- Promote and develop knowledge of key sector/cluster strengths, circular economy enabling assets across the Leeds City Region and the North, and the regional business support framework, to effectively support SMEs.
- Manage stakeholder relationships between the project and universities and circular economy specialists including translating this detailed understanding into assisting SMEs to develop circular economy projects and engage with research organisations where relevant.



- Identify the development needs of SMEs based on the concepts of resource efficient business model development linked to the circular economy established by such as the Ellen Macarthur Foundation and WRAP.
- Identify opportunities to support the wider growth plans of client businesses including opportunities to initiate or increase exports or skills/workforce development.
- Ensure accurate record keeping of all interactions on the internal CRM system and provide management information on pipeline enquiries and areas of work for regular internal and ad-hoc external reports.
- Review and appraise client progress through the project gateway stages and write appraisal reports to present to senior management.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- Conduct detailed financial assessments of clients including the financial viability of the proposed SME project and of the applicant business.

- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Be a key contact for the client and national, regional and local organisations including universities, Ellen Macarthur Foundation, WRAP, and other related bodies, and influence the regional clean growth and circular economy offer to better support SME requirements.
- Identify circular economy and clean growth opportunities and be a reliable and valued influencer within SMEs. Working with senior decision makers to support business' circular economy and clean growth plans to increase productivity amongst the region's SMEs.
- Promote investment and influence positive business change within SMEs by managing client relationships within a complex stakeholder environment with different drivers, for example universities, private clean growth specialists, national circular economy and clean growth support services and funding bodies.
- Directly influence SME clean growth and circular economy policy and future Combined Authority/LEP strategies and actions through gathering, analysing and communicating key intelligence of the capacity, drivers and circular economy profile of SMEs.

- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function's ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.



THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Holds a relevant sustainability, environmental or resource management degree with a strong focus on circular economy and resource efficient business models or has equivalent relevant experience in circular economy, clean growth, business support and associated business consultancy.
 - © Relevant professional qualification in a related discipline, for example environmental management (IEMA) or waste & resource management (CIWM).
 - © Knowledge and experience of sustainable economic development.
 - © Experience of performing in a similar role
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- Experience of relationship management, managing multiple projects, and of the application of consultative approach to meetings.
 - In depth knowledge of circular economy and clean growth, key sectors/cluster strengths, and the economic profile of Leeds City Region.
 - Extensive practical experience of SME business drivers, priorities and issues, particularly in relation to resource efficient business models, circular economy and clean growth.
 - Knowledge of local and national SME business finance opportunities, particularly in relation to brokering additional finance for SME sustainable resource management and clean growth.

People:

- © Experience of effectively contributing to department objectives.
 - © Experience of successfully identifying appropriate communication channels to deliver information.
 - © Experience of effectively contributing to organisational vision.
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- Makes a positive impression with appropriate image and dialogue that is informative yet sensitive to client confidentiality.
 - Develops successful approaches to securing meetings and developing positive relationships with senior management at key account businesses.
 - Involves clients in decision making to ensure that their expectations and needs are being fully considered.
 - Develop strong and trusted relationships with business support professionals within and outside of the Leeds City Region.

Technical:

- © Demonstrable experience of managing and championing change successfully.
 - © Strong communication skills with the proven ability to influence, negotiate and challenge.
 - © Experience of making compelling business cases/ reports to a range of audiences.
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- Knowledge & experience of resource efficient business models, the circular economy and clean growth.
 - Proven ability to be able to help SMEs navigate the complex clean growth landscape including knowledge of policy, strategy and CSR drivers, funding streams, ways of working and complementary offers to assist SMEs in having a “good experience” when engaging with support services.
 - Experience in resource efficient business/circular economy development/application writing and providing a client centric, solution based proposition.
 - Understanding of EU funding including the implications on procurement regulations, outputs, eligibility and financial monitoring



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Financial:

© Demonstrable experience of successfully managing budgets.

- Undertaking detailed financial assessments of client including the financial viability of the proposed investment.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Extremely strong influencing skills are required to ensure positive clean growth outcomes. The role will have a direct impact on the region's clean growth, productivity/ and sustainable economic performance.
- Creative, commercial and business orientated approach with strong attention to quality and detail.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.

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