

Information pack

Senior policy adviser: resources policy

12 month fixed term contract or secondment
(maternity cover)

July 2021

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, energy and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest levels, with political parties, businesses, NGOs and academia.

2. The role

We are looking for an outstanding individual with expertise and experience around sustainable materials use and the circular economy to lead our current programme of work in this area whilst our current head of resource policy takes maternity leave.

As this is a fixed term maternity cover contract we are open to considering applications from less experienced candidates who may need more support from our senior staff to fulfil the role in its entirety. If you feel this is you and you are interested in the role, please get in touch to discuss your application further.

The successful candidate will provide leadership and policy expertise to projects currently running in our Resources theme of work, as well as contribute policy recommendations to Greener UK, which is co-ordinating the environmental sector's input into the Environment Bill.

There are two main projects underway in the [Resources](#) theme and there is some funding for other ad hoc advocacy on resources issues. The two projects are:

- The [Circular Economy Task Force \(CETF\)](#): a business group convened by Green Alliance as a forum for policy, innovation and business thinking on resource use in the UK. The current programme of work is focused on due diligence in business supply chains, with a particular focus on the sustainability and resource security of critical raw materials. Delivery of CETF work will be supported by Green Alliance's policy director.
- [Transform Tax](#): this is examining the opportunities for the tax system to help people make more sustainable choices. The next phase of work will build on the results of a citizens' jury we have held, to develop more detailed tax proposals that benefit the environment while also taking in account the concerns of ordinary people.

You will need knowledge of UK resource policy and the ability to get up to speed quickly on specific subject content. Ideally, you will already have some specialist knowledge of the circular economy, chemicals policy and environmental tax reform.

You will need to be a skilled and politically astute communicator, with the ability to make persuasive arguments and land policy recommendations. You will also be adept at cultivating fruitful relationships with policy makers, business partners, funders and the media.

You may currently be working as a policy adviser or researcher in the NGO sector looking to take a step up, or be employed in business or the civil service and looking to broaden your experience in a policy focused think tank. Or you may be coming from a media background.

3. Position in the organisation

The post holder will report to the deputy policy director and should be willing to manage up to two additional members of staff. They will also work closely with the senior management team (SMT) and be supported by additional staff from Green Alliance.

4. Key tasks and responsibilities

Policy and project management

- With support from SMT, to lead the Resources theme, proposing new ideas and effective strategies to influence policy.
- To manage and deliver projects (both independently and in conjunction with other staff) ensuring they are delivered to time, budget and high quality.
- With the head of communications, plan effective interventions to maximise the impact of the theme.
- To track issues and analyse their relevance to UK resources policy.
- To identify and generate compelling evidence, making the case for improved resource use and create policy proposals to realise it.
- To line manage and task manage staff, as required, in line with organisational processes.
- To identify potential funders and help fundraise for new project ideas.

Advocacy and external representation

- To be an influential advocate in key areas of resources policy (for example, the climate and other environmental impacts of resource use, tax reform and other incentives for reuse and use of remanufactured and recycled products and materials, increased consistency between resource recovery systems and chemicals regulation).
- Maintain relationships with civil servants and government advisers, as well as parliamentarians, and potentially represent Green Alliance and the environment sector on government working groups, in parliamentary evidence sessions and on advisory boards, including Defra's Resources and Waste Strategy Stakeholder Advisory Group and Circular Economy Working Group.
- Manage relationships with project partners, including business partners, through the Circular Economy Task Force, and other stakeholders, including the environmental NGO sector.
- Maintain relationships with key journalists and help to represent Green Alliance in the media and at external events.
- Build and mobilise new audiences and alliances to support the work of Green Alliance's Resources theme.

Other

- Produce outputs, from short infographics to policy briefings and longer reports, as well as articles for publication by Green Alliance.
- Contribute to strategic and project planning processes and to other organisational development at Green Alliance.
- To keep colleagues updated with theme priorities and plans.
- Any other task which may be reasonably requested to be undertaken within the scope of this post.

5. Person specification

Essential

- Knowledge of UK resource and sustainability policy.
- Experience of working across external networks to influence change.
- Ability to rapidly synthesise research findings for a policy audience.
- Persuasive, with the ability to convey complex issues clearly and with authority to a non-expert, time-poor audience.
- Track record of leading research projects to create impact.
- Strong interpersonal skills and collaborative style.
- Excellent writing and communication skills.
- Excellent project management skills, working to tight deadlines across multiple projects.
- Ability to monitor and evaluate results and impacts, collating evidence effectively.

Desirable

- Quantitative analytical skills and experience.
- Detailed knowledge of UK and EU circular economy and chemicals policies and environmental tax reform and UK tax systems.
- Understanding of business supply chains, environmental and sustainability reporting and due diligence, as well as issues of resource security.
- Understanding of UK politics and policy making processes.
- Good media contacts and experience of gaining media coverage.
- Line management experience

6. About Green Alliance

Our vision and strategy

Our vision is for a green and prosperous UK for all.

We want a country where people and nature can thrive together. Where the economy is built on strong environmental principles to ensure long term wellbeing and a healthy environment.

We believe that everyone, wherever they live, should have affordable, sustainable, high quality homes, food and transport, and access to green spaces. The UK should be a place where nature's value is recognised and where a carbon neutral and zero waste economy enables green businesses to provide good jobs across the country. We want the country's scientific excellence, capacity for innovation and diplomatic talent to set the global standard for environmental protection.

We believe that ambitious political leadership is at the core of achieving this.

What we do

Advocacy: driving policy change and empowering politicians to show ambitious environmental leadership

Research and insightful analysis: building evidence and improving understanding of complex environmental challenges, as well as public attitudes and perceptions

Convening with a purpose: forging constructive alliances focused on raising political ambition for change, with a wide range of partners across business, academia and civil society

Effective communications and influential events: hosting informed debate, increasing understanding of important issues and keeping the environment at top of the political agenda

Our strategic aims

Over the next three years, Green Alliance will work to ensure the UK government rises to the significant environmental leadership challenge of this decade and, in doing so, reaps the many social and economic benefits that will come from addressing the climate and nature crises.

We will:

- Turn UK political ambition on climate and nature into rapid action.
- Promote effective solutions for a fair transition to a green economy.
- Push the boundaries to find new answers to complex environmental problems.

Our culture and values

Green Alliance is committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we uphold the following values:

We are optimists We believe that a green and prosperous UK is achievable.

We are change makers We are flexible and agile, focusing on where the power is, and on whatever we think will have the greatest impact.

We are collaborative We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress; this is reflected in how we operate both internally and externally.

We embrace complexity We will never ignore the fact that environmental issues are inherently complex and inseparable from other important issues, including social impacts, and we do our best to address this in all our work.

We are inclusive In all aspects of our work we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

Anti-racism, equity, diversity and inclusion

The professional environment sector is one of the least diverse in the UK. We are committed to changing that, in both the way we operate and by exercising our influence across the sector.

Our aim is to ensure a fair green economic transition but if we do not include everyone across society, and address current inequalities in working towards this, we cannot succeed.

We will address barriers to racial equality in our organisation and the sector, and embed equity, diversity and inclusion more firmly into the fabric of our internal work culture and the way we work externally, including through our recruitment practices, communications and the policies we recommend.

We are committed to taking action by:

- Ensuring inclusivity and greater diversity in our board, workforce and audiences.
- Providing a platform for underrepresented voices.
- Promoting environmental policy that recognises and supports the need for greater social justice.

7. Terms and conditions

Terms:	This post is maternity cover and is a 12 month fixed term position. We are happy to consider flexible working arrangements.
Salary band:	Range £34,000-£43,000. Salary will be commensurate with experience.
Start date:	Not fixed, but we would prefer the successful candidate to start within two months of accepting an offer.
Location:	Green Alliance's office is in central London and is fully accessible. Our staff are currently working between home and the office and will continue to do so until further notice. We will provide IT hardware and other equipment required to work at home safely, but you will need good internet access. This role is not suitable for full time home working.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Additional benefits:	Green Alliance aims to be a progressive and considerate employer and encourages employees to maintain a healthy work-life balance.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

8. Application process

Applicants should complete and return the application form on the Green Alliance website to recruit2@green-alliance.org.uk. You should focus in particular on how you meet the person specification. Please save and send your completed application form as a Word or PDF document titled **Your Name_Resources**. Applications by CV will not be considered.

The closing date is **Wednesday 28 July**. The first round of interviews will be held virtually in the week commencing 2 August.

If you have any queries or would like an informal discussion about this role, please contact Leslene Powell in the first instance lpowell@green-alliance.org.uk. All expressions of interest will be received in confidence.

Green Alliance welcomes applications from all members of the community. We strive to be an equal opportunities employer. We will accommodate special requirements wherever possible. Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.

