



## **Sustainability secondment – ‘Zero Plastic Waste’ project Policy Connect**

### **Role specification and main responsibilities**

The main focus of the secondment will be on the design and delivery of an exciting new work stream on ‘Zero Plastic Waste’. The proposed project aims to focus on how to achieve the vision of ‘Zero Plastic Waste’ and how the UK can become the global leader on the issue, particularly as the country departs from the European Union. Designed as a joint programme with NERC, the project will see the delivery of four Parliamentary events over the course of 2018 and 2019, and the publication of a final output that will set out a framework for, and recommendations towards achieving zero plastic waste and the establishment of the UK as the leader on the issue.

Specifically, as part of this project the secondee will:

- Be given responsibility to scope, develop and oversee the project from its inception through to its conclusion with support from the head of sustainability and other team members.
- Be the key figure in selecting and convening government and parliamentary stakeholders with representatives from industry, academia and the third sector.
- Produce a report on the evidence collected, which will be read by influential policy-makers in Government and Parliament, and help inform them with respect to the latest knowledge, insight and opinion from research, industry, NGO and policy leaders in the field.

Key outcomes of and learning from their work at Policy Connect is the identification and effective dissemination of evidence-based findings from the research and events programme, including targeted policy recommendations, to Ministerial teams, Select Committees, Consultations, Parliamentarians, industry and academia as appropriate.

The secondee will work within the Policy Connect sustainability team and get an insight into a range of different programmes relating to sustainability policy. The team comprises the All-Party Parliamentary Sustainable Resource Group (APSRG), the Sustainable Resource Forum (SRF), the All-Party Parliamentary Climate Change Group (APPCCG), Carbon Connect, and the Westminster Sustainable Business Forum (WSBF). The groups are membership organisations that aim to provide an objective platform for effective communication between policy-makers, businesses and organisations with an interest in the sustainability agenda, and to raise awareness of environmental issues within Parliament. The groups run a programme of parliamentary research inquiries and hold seminars and events in Parliament, in addition to producing regular briefings. During the placement, the secondee will get the opportunity to gain insight and work across the different groups within the team on areas related to resources, waste and the circular economy, energy, climate change and the low-carbon economy, infrastructure, natural capital and the built environment.



## **Eligibility**

This opportunity is only open to NERC funded PhD students. For any queries relating to funding status, applicants should contact the training grant administrator at their Research Organisation.

The secondment must start before the end of the applicant's funded period of study.

Students on Tier 4 visas are not eligible to apply for this opportunity as a condition of their visas, for further information, applicants should contact their appropriate University Faculty Office.

NERC will undertake an eligibility check against these criteria prior to short listed candidates being invited to interview.

## **Background to the organisation**

Policy Connect brings together parliamentarians with public and private organisations to tackle big issues across a range of sectors affected by policy. We deliver key pieces of independent research with evidence-based recommendations to inform and improve UK public policy. All of our work is delivered by the dedicated teams at Policy Connect who are passionately involved in policy work, and experts in their area of inquiry.

With a unique reach into Parliament – and as a leader in research and engagement for a number of diverse policy areas – Policy Connect is a not-for-profit think tank and social enterprise who receives financial support from a wide range of organisations including charities, NGOs, education and learning institutions, and small, medium and large corporate businesses. All of these organisations believe that cross party discourse between Parliamentarians, Government, business and academia is desirable for developing considered, evidence-based policy that helps improve citizens' lives.

With over two decades of policy work, Policy Connect has overseen the research and delivery of more than 50 key publications. Policy Connect also has a long history of success in running engaging forums, commissions and All-Party Parliamentary Groups.

Policy Connect offers a range of secondment placements to both the civil service and academic institutions. Secondments at Policy Connect are an exciting opportunity for civil servants and students to gain insight into the delivery of new policy ideas through research, evidence, political meetings and sector engagement.

## **Our people and expertise**

The people who work at Policy Connect are passionate about the future of public policy making. The organisation brings talent, expertise and approachability to every project we work on. With a personalised approach and dedication our team brings together as many views as possible to reach a balanced perspective.

The expertise Policy Connect offers comes through a tight-knit and dynamic team driven by excellence. Our staff is a diverse mixture of new blood and seasoned policy experts who blend together in a



unique combination of fresh ideas, experience and the vision and drive it takes to make a real difference.

Secondees at Policy Connect benefit from working among our policy experts and benefit from the different perspectives and strengths of recent graduates, PhD holders, former civil servants and government officials, including an ex-Minister.

### **Working arrangements**

Secondees are expected to work full-time for the six month duration of the placement and will be based in Policy Connect's office in Southwark. However, flexible working arrangements (e.g. working from home) are also available.

Secondees will be in close contact with people in the both Houses of Parliament, including Select Committees, MPs and Peers, All-Party Parliamentary Groups and others on the Parliamentary Estate.

### **Funding arrangements**

The secondment is only open to NERC funded PhD students and will be supported by additional funds from NERC. The student's funding end date and expected PhD submission date will be extended by six months.

PhD stipend and fees must continue to be paid by the student's Research Organisation as normal throughout the six month secondment.

NERC will also meet eligible travel and accommodation costs arising from the secondment up to a maximum limit of £4,800. Accommodation costs can only be claimed if it is necessary to relocate in order to undertake the secondment. Expense claims must adhere to the Research Council Travel, Subsistence and Expenses Policy. The student will be expected to use the most economical means available for both travel and accommodation and should ensure that claim amounts are not excessive for one person.

Eligible expenses should be claimed through the student's Research Organisation in the first instance. The Research Organisation must ensure timely reimbursement of expenses so the student is not left out of pocket during their secondment.

Upon completion of the secondment, the student should email a completed expense claim form to NERC. Once received, NERC will reimburse the Research Organisation for eligible travel and accommodation expenses as well as the stipend and fee costs.

### **How to apply**

Applicants should submit a CV of no more than two pages and a covering letter of no more than one page that details why they wish to work in the Policy Connect Sustainability Department. They should also include any relevant experience they have that would support their application and set out how they would design and deliver the 'Zero Plastic Waste' programme and promote its recommendations during their secondment.



Person requirements:

- An interest in sustainability and environmental issues as well as related policy areas.
- Awareness of Parliament and policy-making process.
- Excellent written and research skills.
- Dynamic worker, happy to work within a small team and willing to adapt.

Applicants are also required to submit a secondment and funding permissions form and to ensure that it has been signed by both their lead PhD supervisor and training grant holder.

Please email your application to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk) by 1 April and include 'NERC secondment' in your subject line.

### **Assessment**

The secondment will be awarded competitively and Policy Connect will assess applications. Suitable applicants will be invited for interview in London. Reasonable travel costs to attend an interview at Policy Connect's office in Southwark will be covered.

### **Start date and length of placement**

The secondment is for six months and may be carried out from April 2018 onwards. The exact start date is to be agreed between the applicant, the applicant's supervisor, Research Organisation, Policy Connect and NERC.