



Positive environmental actions, for everyone.

## JOB DESCRIPTION

<b>ROLE:</b>	National Circular Economy Marketplace Manager
<b>MANAGER:</b>	Head of Circular Economy Programs
<b>DIRECT REPORTS:</b>	None
<b>LOCATION:</b>	Sydney
<b>HOURS:</b>	37.5 hours per week
<b>UPDATED:</b>	March 2020

## SUBMITTING AN APPLICATION

To apply for this position **please address each of the essential criteria with examples** and return your application and CV to [hr@planetark.org](mailto:hr@planetark.org) by 03/04/2020.

## FUNCTION & PURPOSE

The aim of the National Circular Economy Marketplace (NCEM) is to aid in the transformation to a Circular Economy for Australia by:

- Conducting a scoping study into the needs of stakeholders for a National Circular Economy Marketplace
- improving the use of secondary materials (recycled & recovered) in the manufacturing supply chain
- assisting government and business in the procurement of finished goods and services with circular content and/or characteristics.

The primary objectives of the role are to:

- Conduct a scoping study into the needs of stakeholders for a National Circular Economy Marketplace.
- Develop and project manage the implementation of the NCEM.
- Manage the ongoing operation of NCEM to ensure its ongoing use and financial viability.

## PRINCIPAL DUTIES & RESPONSIBILITIES

1. Complete a scoping study in conjunction with suitable consultants to determine the most appropriate solution to deliver a marketplace which meets the needs of industry. Consult with industry and review existing tools and portals.
2. Recruit and manage relationships with consultants and industry stakeholders.

3. Prepare report with the results of the scoping study and the suggested plan for the marketplace.
4. Develop an online marketplace based off the learnings of the scoping study. The timelines of this development are subject to change based off the findings of the scoping study and defined milestones and timelines that are determined within the scoping study.
5. Launch the NCEM as part of the National Circular Economy Hub.
6. Continue to manage and monitor the success of the NCEM.
7. Ensure personal adherence to the Planet Ark HR Manual.
8. Contribute to other organisational activities beyond the scope of the role as agreed, and other duties as reasonably directed.

**WORKING RELATIONSHIPS:**

---

INTERNAL	EXTERNAL
Circular Economy Team	Sponsors, partners and licensees
IT team	Consultants
Executive team	Government bodies and representatives
Finance Manager	Businesses
Contracts Manager	Collaborative partners
Campaign Managers	
Communications team	
Research team	

**ESSENTIAL SELECTION CRITERIA**

1. Experience developing and bringing a product/project to market, ideally an IT product/project.
2. Demonstrated analytical, problem-solving and decision-making abilities
3. Experience in complex stakeholder management and coordination.
4. Experience engaging appropriate consultants and managing these external relationships to achieve a desired aim.
5. Experience developing and bringing a product/project to market, ideally an IT product/project.
6. Report writing skills.
7. Ability to disseminate industry feedback to define the scope and strategy of the Marketplace program and report back to Federal Government.

8. Experience in commodity trading / online retail.
9. Experience in database management.
10. High level communication skills especially in report writing.

**DESIRABLE CRITERIA**

11. Experience in developing and/or operating online trading platforms such as commodity trading or eCommerce.
12. Knowledge of environmental issues
13. Knowledge of the Circular Economy