



Work Package 2 // Task 2.3

Circular Economy Manager Profile

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Deliverable title	Circular Economy Manager Profile
Deliverable number	2.3
Deliverable version	
Previous version(s)	
Nature of deliverable	Report
Dissemination level	Public
Number of pages	1110
Work Package	WP2
Task(s)	Task 2.3

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1. Introduction

The Circular Economy Manager profile outlines essential skills, responsibilities, and training needs for professionals in SMEs to drive and implement circular economy initiatives. It integrates the EntreComp framework and insights from CEMforSMEs research, serving as a comprehensive guide for enhancing circular practices within organizations.

2. Analysis of the framework elements

The framework comprises a set of indicators to cover the essential skills, responsibilities, and training needs for Circular Economy Managers in SMEs, taking into account both the EntreComp framework and the insights from the CEMforSMEs research. It provides a comprehensive guide for SMEs looking to develop and enhance their circular economy initiatives.

Core Competencies

1. Knowledge and Understanding

- **Circular Economy Principles:** A deep understanding of the principles of the circular economy, including regenerative product design, waste reduction, resource optimization, and closed-loop systems.
- **Sustainability:** Knowledge of sustainability concepts and the ability to integrate them into circular economy strategies.
- **Local and Global Context:** Awareness of local and global environmental and regulatory contexts affecting the business.
- **Supply Chain Management:** Understanding of supply chain dynamics and the ability to identify circular opportunities within the supply chain.

2. Analytical and Problem-Solving Skills

- **Data Analysis:** Proficiency in analysing data related to material flows, resource consumption, and waste generation to identify areas for improvement.
- **Systems Thinking:** The capacity to think holistically and recognize interdependencies within a circular system.

3. Circular Design and Innovation:

- **Circular Product and Service Design:** Ability to design products and services with circular principles.
- **Innovative Circular Solutions:** Ability to innovate and experiment with new circular business models and technologies.

4. Soft Skills:

- **Communication:** Effective communication skills to engage with stakeholders, including employees, suppliers, customers, and regulatory bodies, and to promote circular initiatives.
- **Collaboration:** The ability to collaborate with diverse stakeholders to implement circular practices.
- **Leadership:** Leadership skills to drive change within the organization and inspire employees to embrace circular principles.
- **Adaptability:** Flexibility and adaptability to navigate evolving circular economy landscapes.

Responsibilities

5. A. Strategy Development and Implementation

- **Circular Strategy:** Developing and implementing a circular economy strategy that aligns with the organization's goals and values.
- **Resource Optimization:** Identifying opportunities to optimize resource use, reduce waste, and improve resource efficiency throughout the production process.

Analysis and Monitoring

- **Material Flows Analysis:** Conducting in-depth analyses of material movements, production processes, and supply chain practices to identify circular opportunities.
- **Performance Monitoring:** Continuously monitoring and evaluating the effectiveness of circular practices in terms of environmental sustainability, operational efficiency, and cost reduction.

6. Coordination and Training

- **Cross-Functional Coordination:** Coordinating activities between different departments of the company to ensure a harmonious implementation of circular practices.
- **Training and Awareness:** Promoting staff awareness and training on circular economy concepts and practices.

7. External Engagement

- **Stakeholder Engagement:** Building relationships with external stakeholders, including suppliers, partners, and regulatory bodies, to promote circular initiatives.
- **Regulatory Compliance:** Ensuring the company complies with environmental laws and regulations related to circular economy practices.
- E. Communication and Reporting
- **External Communication:** Effectively communicating the company's circular economy efforts and achievements to educate consumers and attract environmentally conscious customers.

8. Training Needs:

- **Circular Economy Principles:** Training in the principles and best practices of circular economy, including waste reduction, resource optimization, and sustainable product design.
- **Sustainability Reporting:** Familiarity with sustainability reporting frameworks like GRI (Global Reporting Initiative) to communicate circular achievements effectively.
- **Waste Management:** Training in waste management and recycling technologies, policies, and regulations.
- **Project Management:** Skills in project management, including planning, execution, budget management, and team leadership.
- **Communication and Stakeholder Engagement:** Training in effective communication and stakeholder engagement strategies.
- **Business and Financial Acumen:** Knowledge of cost analysis, revenue streams, and return on investment to make informed circular business decisions.

- **Leadership and Team Management:** Leadership and team management skills to inspire and motivate teams, manage conflicts, and drive circular change within the organization.

Table of Progression for Circular Economy Managers (CEMs) in SMEs

General Areas	Categories	Skills and Responsibilities			Training Needs
		A. Foundational	B. Intermediate	C. Advanced	
Core Competencies	Knowledge and Understanding	- Circular Economy Principles	- Sustainability Integration	- Global Context Mastery	- <i>Advanced Circular Economy Concepts and Emerging Trends</i>
		- Sustainability Basics	- Local Environmental Regulations	- Circular Supply Chain Optimization	- <i>Circular Economy Certification (e.g., CE100, Cradle to Cradle)</i>
		- Local Environmental Regulations	- Circular Business Model Development	- Circular Supply Chain Innovation	- <i>Sustainability Reporting Frameworks (e.g., GRI)</i>
	Analytical and Problem-Solving	- Basic Data Analysis	- Advanced Data Analysis	- Systems Thinking Expertise	- <i>Advanced Data Analytics Tools (e.g., Data Visualization, AI)</i>
		- Systems Thinking Principles	- Circular Opportunity Identification	- Circular Business Model Simulation	- <i>Circular Economy Performance Metrics</i>
Circular Design and Innovation	- Circular Product and Service Design	- Innovative Circular Solutions	- Advanced Circular Design and Innovation Strategies	- <i>Circular Design and Innovation Training</i>	
Soft Skills	- Communication Basics	- Stakeholder Engagement	- Inspirational Leadership	- <i>Advanced Communication Strategies (e.g., Stakeholder Mapping)</i>	

		- Collaboration Fundamentals	- Effective Cross-Functional Coordination	- Conflict Resolution Skills	- <i>Leadership and Change Management Training</i>
		- Adaptability and Flexibility	- Leading Circular Projects	- Change Management Expertise	- <i>Leadership in a Circular Economy Context</i>
		- Basic Leadership Principles	- Adaptability to Evolving Circular Landscape	- Strategic Vision for Circular Transition	- <i>Stakeholder Engagement and Management</i>
Responsibilities	Strategy Development and Implementation	- Circular Strategy Development	- Resource Optimization	- Circular Innovation and Experimentation	- <i>Regulatory Compliance and Circular Reporting</i>
		- Material Flows Analysis	- Circular Performance Monitoring	- Sustainable Product Design	- <i>Circular Economy Policy and Regulation Updates</i>
		- Cross-Functional Coordination	- Circular Training and Awareness-Raising	- Circular Business Model Implementation	- <i>Circular Economy Project Management</i>
	Stakeholder Engagement	- Training on Basic Circular Concepts	- Stakeholder Engagement Strategies	- Regulatory Compliance Mastery	- <i>Sustainable Supply Chain Management</i>
		- Basic Stakeholder Communication	- Regulatory Compliance	- Circular Economy Advocacy and Policy Influence	- <i>Advanced Stakeholder Engagement Strategies</i>
		- Relationship Building Skills	- Circular Partnerships and Collaborations	- Circular Economy Network Development	- <i>Regulatory and Policy Engagement</i>

Communication and Reporting	- Basic Circular Economy Communication	- Internal Circular Economy Training	- Circular Economy Marketing	- <i>Advanced Circular Economy Communication Strategies (e.g., Storytelling)</i>
	- Basic Circular Reporting	- Reporting on Circular Achievements	- Circular Economy Corporate Reporting	- <i>Sustainability Reporting and Assurance</i>
	- Internal Circular Education and Awareness	- External Circular Communication	- Circular Impact Measurement	- <i>Circular Economy Reporting Frameworks</i>

This table of progression outlines the gradual development of skills, responsibilities, and training needs for Circular Economy Managers (CEMs) in SMEs, moving from foundational to intermediate and advanced competencies. It provides a structured pathway for CEMs to enhance their expertise and contribute effectively to their organization's circular economy initiatives.



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