

Job Profile

Public Affairs Manager

Job Title: Public Affairs Manager

Job Grade: Level 5, Zone 1

Salary: £49,930 - £57,543

About North London Waste Authority (NLWA)

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation and communication in managing north London's waste.

We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

About the role

NLWA has a clear ambition to support a cleaner, greener and more sustainable future for north London but reducing waste is a team effort, with the government, manufacturers, retailers, consumers, councils and waste authorities playing their part. We campaign on policy issues, promote our agenda, respond to central government consultations and lobby producers to make products more sustainable. But we need to do more.

This is a new role created to develop and lead North London Waste Authority's approach to public affairs. Working with our Strategy and Services and External Relations teams, you will build relationships with central and local government, public authorities and industry bodies to make us more influential.

You will focus on our priority policy areas including waste reforms, carbon reduction (including carbon capture), public finances and other environmental policies, to support our objectives. You will lead a well-planned public affairs strategy and work with colleagues in the communications and waste prevention teams to build awareness and support for our priorities across a wide range of stakeholder groups. This will include producing creative and effective plans for reaching councillors, government ministers, opposition MPs, the Mayor of London, London Assembly Members, campaign groups and residents and businesses of north London.

You will monitor and influence government and sector activity to identify public affairs opportunities. You will anticipate issues, spot opportunities, and promote new ideas and best practice which could reduce waste and create a circular economy. You will develop knowledge of who are stakeholders are, and

of the best ways to approach, engage and influence them. You will provide briefings for senior officers and members ahead of key external opportunities, meetings and events.

About you

You have significant public affairs / policy / communications experience.

You can work with subject matter experts to adapt complex policy issues or technical information for a range of audiences.

You have a high level of political awareness and sound judgement. You understand the public affairs landscape, including local, regional and national political processes.

You can build partnerships and manage effective stakeholder relationships.

You can provide strategic advice to senior managers and high-profile officials.

You have excellent planning, performance, and project management skills.

You are an excellent communicator, with strong verbal and written communication skills.

People management responsibilities

The role has no direct line management responsibility but will oversee the work of staff drawn from NLWA teams and third party advisors. The post holder will therefore define priorities, set objectives, and manage the workload of staff. The role will be expected to embrace the ethos of a self-managed team, where resources are used flexibly to deliver agreed priority areas of work.

Relationships

This post reports in a flexible matrix operating model to the Head of Strategy and Services and the Head of Strategic Communications

The post holder will be the Authority's lead for public affairs and provide advice to the Chair and Deputy Chair of the Authority, senior managers within the Authority and to Directors of Environment from our seven constituent councils.

The post holder may represent NLWA at external meetings with partners, community groups and professional bodies.

Work environment:

The main NLWA office is at Tottenham Hale, two minutes from the Tube and National Rail station with great services and amenities close by. We have a hybrid working policy where staff are expected to work at least two days a week in the office, with some home working and flexibility around hours. You may need to attend meetings and events, including occasional evening and weekends, but these will be planned in advance and time off in lieu will be given.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other nonwhite ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG