

Job Profile **Contract Manager (Recycling)**

Job Title: Contract Manager (Recycling)

Job Grade: Level 5, Zone 2

Salary: £58,184 - £67,886

About the role:

The post holder will manage Waste Contracts with Biffa, Bywaters and other recycling offtakers ensuring they deliver the highest quality environmental and waste management service to the seven constituent Boroughs and over 2 million North London residents. The post holder will also support the development of recycling and reuse opportunities offered or facilitated through our Contract Relationship with London Energy

The post holder will ensure the contract and services are compliance with environmental regulations, permits and financial and public procurement regulations, that there is financial accountability in relation to the Authority's reuse, recycling and energy recovery activities.

You will be responsible for the strategic development of the Contracts ensuring they provide innovative best practice waste management solutions that offer excellent environmental and financial outcomes. You will also manage the day-to-day issues arising under the waste contracts and will ensure that specifications and targets within the Contract are met, and that any problems are fairly resolved.

You will line manage staff within the Waste Client Team and will be responsible for managing the relationship with the seven constituent Boroughs, you will also lead on engagement with elected members including the drafting of reports for Authority meetings and for the production of materials that the post holder will present at members recycling working group and other forum.

To ensure that all work carried out within the area of responsibility is done so in accordance with the Authority's required standards and standing orders, legal requirements and national and local objectives.

Example outcomes or objectives that this role will deliver:

- To actively consider new and innovative ways of doing things, recognising and promoting the positive benefit of change to improve services and achieve goals in line with industry best practice
- Manage the relationship with the contractors in a constructive and positive manner.
- To manage the day-to-day performance of the Authority's Waste contracts and waste management services, carrying out on site monitoring of all facilities.

- Ensure that all contract conditions / specifications are met, through negotiation and ultimately the application of contractual remedies if necessary.
- To lead monthly contract management meetings with Contractors for the purpose of performance management which will include a monitoring report of the previous month's performance.
- To be responsible for the budgets relating to the management and monitoring of the Authority's Main contracts and Service, including revenue from 3rd party waste imports, recycle revenue and electricity and heat generation.
- To report variances to budget against contract and ensure recommendations for payments are made in line with contract conditions
- To support finance in creating the reporting metrics required to deliver the contract efficiently and to budget
- To develop and maintain a monthly reporting structure to monitor performance for approval by the senior management team
- To liaise with Officers of the constituent Boroughs within the Authority area on a range of issues including service development, and reporting
- Give recommendations, that support the introduction of new facilities.
- Support the negotiation of new waste management contracts through involvement, consultation and delivering recommendations to the Head of Strategy and Services.
- To notify officers in a timely fashion of any service disruption to the main waste contract and put resilience and business continuity plans into operation.
- To conclude all negotiations and preparation of leases for signatory for the reuse and recycling centres RRC's in a timely manner.
- Prepare draft authority papers
- To contribute actively to Members Recycling Working Group including presenting and taking questions from members
- Work with colleagues to improve the accuracy and efficiency of Waste Data Flow reporting.
- Prepare authority services for changes in legislation.
- Create Resilience plans for the contracts and services within your area of responsibility.
- Work within all relevant policies (particularly Health & Safety and Equalities) of the Authority and the employing Borough, and relevant Standing Orders.

Technical Knowledge, Skills and Experience:

- Experience of managing large and complex service contracts in a Waste Management context (Circa £60m)
- Proficient in using Microsoft packages such as Outlook, Word and Excel, Project and Visio
- Good working knowledge of legislation and statutory obligations in this field, e.g. Environmental Protection Act 1990, Controlled Waste Regulations 2012, and associated regulations and guidance.
- Experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.
- Ability to work as part of the team and on own initiative.
- Good organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
- Ability to assess and prioritise personal work by taking into account the work and priorities of the rest of the team to ensure that service targets are met.

Desirable:

- Certificate of Technical Competence (COTC) Level 4
- CIPS qualification
- IOSH Managing Safely Qualification or higher
- Holder of a relevant degree or equivalent qualification

Work Environment:

The NLWA offices are in Tottenham Hale Berol House; the successful applicant will be based here but must be prepared to be based at any location within the NLWA area.

Please note: *The role requires travelling to and from various locations predominantly within the Authority area and it is essential that you have a drivers licence and provide your own transport suitable for such travel.*

Relationships:

The post holder will report directly to the Head of Strategy and Services

People Management Responsibilities:

The postholder will have line management responsibilities of the Service Development Officer and temporary Staff

Stakeholder Management Responsibilities:

The post holder is expected to manage the relationship with seven constituent Boroughs, this includes providing material for Directors of Environment, significantly contributing to Borough Liaison meetings with heads of Service and AD's, leading operational Safety Group with Contractors, borough teams and 3rd party contractors.

Advise and give direction to the colleagues with Strategy and Services and communications on Waste related matters all matters. Deal with public enquiries and give specialist advice to Borough waste officers on the respective activities and responsibilities of the Boroughs and the Authority, particularly in relation to the practical implementation of new legislation.

Is this role Politically Restricted?

Some posts 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

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 non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

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.

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

We are 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,