

Job Profile

Assistant Project Manager

Job Title: Assistant Project Manager

Job Grade: Level 4 Zone 1

Salary Range: £43,004 - £49,131

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.

You will be expected to adhere to NLWA values which are:

Safety: We protect the health, safety and wellbeing of everyone involved in, and using, our services.

Accountability: We are accountable to Members and to each other for delivering our responsibilities.

Ambition: We work to the highest standard and aim for continuous improvement in all we do.

Inclusivity: We have strong relationships with all our partners and create a positive work environment where everyone matters.

Integrity: We celebrate success, we learn from setbacks, we promote transparency and respect in our work

In addition to NLWA values are the Corporate Services core principles which are:

Respect time: We respect other people's time as we do our own

Set realistic expectations: We set, manage and deliver to realistic expectations

Stakeholder excellence: Treat your stakeholders with the utmost empathy

Don't be too hard on yourself: Try your best on everything you do and don't worry if it isn't perfect

The Corporate Services Team will act as a thread across everything we do in NLWA. We will be NLWA's heartbeat. We will deliver upon the trust that we build with our colleagues and stakeholders. We will accept challenge as an opportunity to grow, learn, improve, and innovate.

About the role

This is an exciting role aimed at supporting a range of projects, primarily communications focussed, to bring about delivery of aspects of North London Waste Authority's work and capital projects, including the North London Heat and Power Project. The role is expected to provide effective support across communications, project management, risk, delivery and governance disciplines.

Example outcomes or objectives that this role will deliver:

The postholder will be expected to establish the scope on small-medium sized projects and then deliver them to completion. This will involve managing expectations of a broad range of stakeholders to deliver effective change activity.

Part of the challenge involves being able to deliver activity from inception using effective project management principles. This is because the Authority is never short of providing flexible project support to deliver project(s) including designing solutions to practical project management and technical requirements for the project. For example, this could involve leading on less complex risk matters like notifications required under compulsory acquisition process.

We are changing and always open to innovation. Therefore, it is key to contribute to our strategic aims using research and use of data.

Being a great taskmaster is what we are looking for, where no one day will be the same. This could mean creating stories about project successes, assessing the effectiveness of NLWA's community engagement activities, handling communications with contractors to create local jobs, organising briefings for Politian's and local community groups, or a Project Initiation Document for a change to an operational waste site. Other activities may include supporting and administering the production of Authority reports, including preparation of versions for reading through sight assisting software.

Attention to detail is important where the postholder will be expected to administer project procurement exercises, ensuring compliance with Standing Orders and Statutory timescale. Other activities include supporting the production of project communications materials, including updating project website, proposing amendments and proposing draft/changes needed.

We also want the postholder to be able to create, document, communicate and embed fit-for-purpose projects and processes.

About you

You will have experience of effective planning and scheduling of project / programme activity. This will require good communication skills to influence and negotiate change requirements with diverse stakeholders and keen analytical skills within the project management discipline.

You will have knowledge of project management principles and processes, and work to deliver agreed requirements. As we like to make data-driven decisions, it is key for the postholder to interpret a range of information and data.

You will have a strong ability to produce engaging content with excellent oral and written communications skills, including for reporting and information sharing purposes. As well as reports and other documents.

You will have the ability to be innovative in approach to work and problem solving, using evidence to solve challenging day-to-day problems. This will likely mean that you need to be a competent user of IT software to achieve required aims of role.

You will be experienced in building and maintaining effective high-level working relationships with colleagues, partner organisations, external stakeholders, and other opinion formers and experience of influencing, negotiating and providing strategic advice to board level, senior officers and elected members.

You will have demonstrable experience of having supported project delivery in the field of communications, change projects, risk management and be able to solely manage internal meetings.

You will be a self-starter who can use your initiative to identify and prioritise activities to achieve the best outcomes for NLWA.

You will be able to establish governance for internal meetings

You will have experience of ensuring that change delivery is progressing to time / cost / quality

Ideally, you will understand the local government landscape.

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Underground and rail station with great service and amenity links close by. There is also substantial opportunity for home working and alternative flexible working options are available/open to discussion.

People Management Responsibilities:

The postholder will have no line management responsibility.

Relationships:

The post holder will report to the Portfolio team in the Corporate Services Directorate. This means working with most people in the organisation and key stakeholders including borough officers and elected members.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

This role is politically restricted, which means individuals holding these posts cannot have active political role.

Diversity & Inclusion

We want Camden Council (NLWA) to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other

Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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,