

**Job Profile**  
**Governance and Reporting Manager**  
**North London Waste Authority**

**Job Title: Governance and Reporting Manager**

**Job Grade: L4Z2**

**Salary Range: £47,394 - £54,222**

**About North London Waste Authority (the Authority)**

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](#) (NLHPP).

The Authority's staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension and human resources policies.

**You will be expected to adhere to the Authority's values**

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 the Authority's values are the Corporate Services core principles**

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.

The Corporate Services team plays a critical role in supporting the organisation; creating the necessary conditions for the whole organisation, its people, processes and culture to deliver, as effectively as it can, a high-quality end to end Human Resources advice and support service to the Senior Managers, staff and related stakeholders and provide a first-class advisory service for all terms and conditions advice.

### **About the role**

The Governance & Reporting Manager is a new role will sit in the Corporate Services Directorate and is essential in delivering a high standard of corporate governance. The role will need to operate flexibly across NLWA and NLHPP, in line with the business need. The Authority's governance is robust at present; however, arrangements will need to be reviewed, established and agreed with key high-level stakeholders both internally and externally, which will involve liaison with the NLHPP, LEL, the Authority's Members and borough officers.

The Authority is committed to the highest standards of corporate governance, transparency and accountability. This role is key to making the Authority a standard bearer in this regard. It is expected that the postholder will undertake a review, deliver a report on governance, identify areas for improvement and manage the resulting actions.

With Authority meetings, Programme Committee meetings and Audit Committee meetings, the Authority holds a lot of sessions in public. Approximately 1,000 pages of information from these meetings are published on the governance section of the website every year. You will have a pivotal role in preparing and quality assuring papers for these meetings, as well as the informal working groups and briefing sessions with Members and officers which provide a valuable space for discussion and challenge. You will also help make sure that officers' activities follow an agenda in alignment with Members' priorities.

The postholder will need to demonstrate strong delivery of outcomes through assessments of existing governance arrangements and preparation of reports on arrangements. They will work closely with the Director of Corporate Services, Head of Legal and Head of Portfolio Management. The formal governance regime for the organisation can be found [here](#).

The responsibilities of the postholder will include (but not be limited to):

- Spearheading the improvement and definition of the Authority's governance strategy as it strives towards excellence
- Championing and implementing best practice governance arrangements in line with the CIPFA Delivering Good Governance in Local Government Framework 2016
- Proactive horizon scanning, including research into matters which may require governance oversight and influence
- Ensure high quality agendas and papers are consistently delivered to the Authority's various committees and Member attended working groups through efficient management of reporting processes, including excellent document management and version control
- Take ownership of governance aspects of Authority decision-making processes
- Assess current arrangements, for example board appointments for LEL and make recommendations
- Develop and support the Authority's Audit Committee championing and oversight of Corporate Governance
- Maintain a review of delegations and limits of authority in relation to the Authority's awarded contracts, including for the NLHPP
- Review and update Standing Orders as required
- Manage and assure the governance aspects of signing and sealing contracts and other agreements, including maintenance of records and assurance that requirements have been met for contracts and agreements to be entered into
- Maintain records of actions and delegations of authority from public meetings
- Form key relationships with decision makers inside and outside the organisation
- Work alongside the Senior Digital Transformation Manager on emerging joint digital strategies and interfaces. This may include a review of some decisions and making the data flow better in the long term.
- NLHPP management of Stage Gateway assurance process, regular and Member reporting
- Manage NLHPP reporting meetings

The postholder will be required to promote a vision in equality of opportunity, social inclusion, fair employment, and environmental sustainability, creating an open, inclusive, and engaging environment within NLWA and across stakeholders, customers, and supply chain. They will work closely with the Risk, Project Management, wider Portfolio Management, Finance and Human Resources functions.

## **About you**

The successful candidate will have:

- A deep awareness of governance in a politically motivated environment
- A strong, strategic mindset
- The ability to work with senior members of staff, board members and peers across different organisations
- Experience of delivery of governance improvements in complex organisational / major programme set ups considering corporate risks
- Experience of presenting complex information in a simple way
- Experience of influencing colleagues, central and/or local government officers toward a successful outcome
- Experience managing complex reporting processes, including document management and version control
- A high level of knowledge and understanding relating to governance issues in a project environment
- A high level of knowledge and understanding relating to legal aspects, financial control, and procurement processes in governance terms
- Proficiency in the use of Microsoft Office tools to intermediate level or higher
- A degree, or equivalent, qualification
- The ability to build effective relationships with, and influence, directors and management inside and outside the organisation
- Experience of leading on governance matters in a complex organisation
- A “can-do” attitude in a politically motivated environment

You will need to take a collaborative approach, as your work will involve dealing with all members of the NLWA team and helping to ensure the governance works well for individuals.

You will have proven experience in planning and delivering to deadlines, including strong communication and influencing others to contribute to a mutually beneficial outcome.

## **Work Environment**

The Authority's offices are in Tottenham Hale, two minutes from the Tube station with great service and amenity links close by. There is also substantial opportunity for home working and alternative flexible working options are open to discussion.

## **People management responsibilities**

The post holder will not have line management responsibilities. They will need the ability to build and maintain effective working relationships at all levels across the organisation to influence and get things done.

## **Relationships**

This role reports to the Head of Portfolio Management, Head of Legal and/or Director of Corporate Services.

The post holder will work closely with the Director of Corporate Services and other members of the Corporate Services team.

On a day-to-day basis the post holder will be expected to work collaboratively with other senior managers within NLWA.

## **Is this role politically restricted?**

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

## **Diversity and 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 non-white 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.