

Job Profile

Deputy Head of Legal

Job Title: Deputy Head of Legal

Job Grade: Level 6 Zone 2

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 have built 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, employment benefits 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 acts 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 its mission.

About the role

This role will support the Head of Legal in the Corporate Services Directorate and is key to the effective management of NLWA's legal, risk and insurance issues and the delivery of good governance within the authority.

The postholder should have both knowledge and experience of local government, given NLWA is a local authority albeit one that still operates in the pre-executive reforms LGA 1972 regime with a limited legal role and duties.

This is a specialist role, and the incumbent will have a high profile in the organisation, supporting the management of its legal, risk and insurance matters. The key stakeholders are internal NLWA teams, NLHPP, LondonEnergy Ltd, the Authority's Chief Officers including its Monitoring Officer and elected Members. The postholder will be expected to liaise closely with external advisors, whilst dealing with as much as possible inhouse.

Effective governance is key to the authority's success, and the postholder will be expected to understand, demonstrate, support and develop the governance framework. The formal governance regime for the organisation can be found [here](#).

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

1. Deputise for the Head of Legal across all their responsibilities, including advising the managing director and their senior leadership team, attending and advising authority meetings, supporting the leadership of the Corporate Services team and ensuring the effective management of legal, risk and insurance matters.
2. Support the strategic planning, development and coordination of the legal service, ensuring exceptional service quality, proactive planning and delivery of training in response to changes in the law and reflecting the organisation's strategic objectives.
3. Proactively manage a caseload of high profile and complex matters, ensuring timely, accurate advice and information is provided, business requirements are met and risk to the organisation is minimised.
4. Develop and maintain effective relationships with authority and external colleagues to ensure service needs are understood and addressed through a flexible, customer-focused approach.
5. Participate in the compiling; monitoring and evaluation of legal spend to ensure that appropriate funds are allocated and spending is kept within budget.
6. Prepare and present reports to NLWA member meetings and other committees to inform decisions, including drafting reviewing and advising on reports.
7. Report to the Head of Legal Services
8. Contribute to the management of risk across the authority, the NLHPP and LondonEnergy Ltd, supporting the identification, evaluation, mitigation and reporting of those risks
9. Support the development and implantation of an insurance strategy to ensure the Authority has appropriate arrangements in place whilst balancing costs and risk
10. Ensure appropriate governance is in place to underpin lawful decision-making, the mitigation of risk and confidence in the organisation.
11. Support the authority's procurement activity.
12. Support the work of internal audit

About you

- In depth knowledge of local government law and knowledge of property, commercial and/or waste law
- Knowledge and experience of the political process, including local authority governance
- Knowledge of risk management procedures
- Commitment to valuing diversity and inclusion and understanding its relevance to service delivery and employment
- Ability to develop trusted relationships with colleagues and stakeholders
- Ability to manage staff including those who are not direct reports
- Experience of managing a complex caseload and proactively managing priorities
- Effective interpersonal skills to instil confidence in your advice
- Effective communication skills including the ability to explain complex concepts, situations and risks clearly and concisely
- Flexibility, ownership and acceptance of responsibility for all aspects of your performance
- Ability to demonstrate creativity & innovation when meeting client needs
- Experience of working with and providing high level advice to senior officers
- Experience of successfully managing and motivating individuals and teams
- Experience of introducing and maintaining quality initiatives
- Evidence of successfully managing risk, including through insurance
- Ability to effectively and efficiently manage external lawyers to get both quality and value for money
- Experience of providing full legal assurance in a complex procurement activity

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Tube station with great service and amenity links close by. There is also substantial opportunity for home working and flexible working options may be possible.

People Management Responsibilities:

The post holder will have line management responsibility.

Relationships:

This role reports to and will work closely with the Head of Legal to ensure a seamless high-quality service is provided

Is this role Politically Restricted?

Some posts are politically restricted, which means individuals holding these posts cannot have an active political role. For a list of all politically restricted roles [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 key, silo working isn't.

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 our HR support team on 020 7974 6655, at resourcing@camden.gov.uk or by post to 5 Pancras Square, London, N1C 4AG.