**Job Profile: Waste Prevention Officer - NLWA**

**This supplementary information for Waste Prevention Officer is for guidance and must be used in conjunction with the Job Capsule for Job Family Environmental, Level 3 Zone 1**

**Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To assist with the design and implementation of waste prevention and recycling projects in line with the programme of activity outlined in the North London Waste Prevention Plan 2016-18. To devise and deliver campaigns and initiatives in order to engage the general public within the NLWA area on waste prevention and recycling issues, promoting awareness, services and initiatives and contributing to behavioural change across all sections of the community.

**Example outcomes or objectives that this role will deliver:**

* Assist and contribute to the planning and delivery of waste prevention and recycling projects under the guidance of the Waste Prevention Manager in line with NLWA’s Waste Prevention Plan 2018-20.
* Assist with the procurement of new projects under the guidance of the Waste Prevention Manager.
* Under the Waste Prevention Manager’s guidance review progress of projects, prepare information for progress reports to enable the Waste Prevention Manager to communicate outcomes with stakeholders.
* Provide information to the public on waste prevention and recycling and the wider community through presentations, workshops, organised events to audiences that have varying degrees of knowledge and understanding of waste issues.
* Work in partnership with the seven constituent boroughs and other stakeholders in order to identify service needs, propose and design new projects.
* Contribute to the preparation of reports on matters relating to the status and implementation of NLWA’s waste management policies specifically to waste prevention under the guidance of the Waste Prevention Manager.
* Operate performance review mechanisms such as undertaking surveys and collecting data to monitor extent of progress and achievement of objectives and goals.

**People Management Responsibilities:**

No direct line reports.

**Relationships:**

* Reports to the Waste Prevention Manager. Works alongside the Senior Waste Prevention Officer, who delivers additional aspects of the waste prevention programme and the Waste and Recycling Engagement Officers.
* The Waste Prevention and Communications staff make up the External Relations team, reporting to the External Relations Manager, so the Waste Prevention Officer also attends weekly External Relations meetings with other colleagues.
* Externally the Waste Prevention Officer needs to liaise with a range of external organisations, from community groups to universities and then with individuals at outreach events and presentations. The post holder will be required to make specific contact with a range of people and organisations. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of waste related issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of projects and delivery of key targets.

**Work Environment:**

* The postholder will be required to coordinate their work with others, deal with a variety of conflicting deadlines often on a daily basis, and communicate efficiently and flexibly with north London’s diverse communities.
* Hours of work may exceed office working hours (i.e. start time before 9am and finish time after 5pm) and there will be a requirement to attend a variety of venues with occasional evening and weekend meetings, including community/stakeholder events. Time off in lieu of additional hours worked is agreed in advance with the Waste Prevention Manager.
* 30 -40% of the working week will be spent out of the office, attending meetings and other activities, some of which will be outdoors.
* The post is located at: North London Waste Authority, Unit 1b, Berol House, 25 Ashley Road, Tottenham, London , N17 9LJ. However, the position involves travel to meetings at venues across the seven North London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest, and occasionally elsewhere.
* The postholder will work a 36-hour week between Monday-Saturday or Sunday with one corresponding rest day per week to be agreed with the line manager in advance.
* The post holder will be required to work out of hours and undertake additional weekend working on a rota basis, with seasonal peaks. Reasonable notice will be given under these circumstances.

**Work Context**

* + Requires constant innovatory thinking and being able to set this thinking in line with external policy drivers and frameworks, evidence-based approaches, NLWA’s strategic priorities, the Corporate Plan and values (Ways of Working, Camden Behaviours) to improve the efficiency and effectiveness of projects and services and the support and resources required to deliver on the council’s environmental sustainability targets and objectives.
  + The post holder will ensure that all projects are delivered on time, within scope and within budget and under the guidance of the Waste Prevention Manager assist in the development of detailed project plans to monitor and track progress.
  + The job requires the ability to communicate flexibility and with confidence, and a constant dynamic and responsive approach to manage the various needs of different groups within the community and work environment.
  + The postholder will be required to take notes at various meetings and circulate minutes as requested, compile event related data and produce draft reports related to waste minimisation.
  + Requires ability to work as part of a team and build effective working relationships with senior management, as well as to understand the importance of working successfully with Contractors and other stakeholders.
  + The postholder will be required to make specific contact with a range of people and organisations. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of waste related issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of projects and delivery of key targets.

**Technical Knowledge and Experience:**

Essential:

* Knowledge of the practices relating to waste minimisation, reuse and recycling.
* Knowledge of MS Office or equivalent.
* Understanding of project management
* Ability to work within set deadlines and specifications combined with an understanding of the project management.
* Ability to communicate effectively, both in person and in writing and express and present information accurately, clearly and concisely both orally and in writing. Ability to compose drafts of routine minutes, letters and briefing notes.
* Ability and confidence to provide quality advice and awareness-raising to staff and community groups including at public events and meetings.
* Numeracy and analytical skills and with managerial guidance able to synthesise information and undertake desk based reviews and draw conclusions from the same.
* Good organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
* Ability to work as part of a team and on own initiative.
* Commitment to Equal Opportunities and Valuing Diversity in service delivery.
* Working on a project to deliver a measurable outcome within a specified time frame.
* Experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.

Desirable

* Holds a current clean driving licence.
* Knowledge of the workings of central, regional and local government and the relationships between the tiers
* Holder of a relevant degree or equivalent qualification

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**