**Job Profile Information: Technical Delivery Officer**

**This supplementary information for Technical Delivery Officer is for guidance and must be used in conjunction with the Job Capsule for Level 4, Zone 1, Camden Way Category 4**

**Role Purpose:**

To support the NLWA’s Manager – Planning and Technical Solutions by providing assistance on technical matters relating to the North London Heat and Power Project (NLHPP) and providing technical input to the overall NLWA team as necessary in the ongoing provision and planning of waste management arrangements.

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

1. To be a Technical Delivery Officer providing internal assistance and technical advice to the NLWA team on technical matters including waste management, utilities, and other engineering related aspects. This will contribute to ensuring that the delivery of the NLHPP stays on track and technical issues are clearly identified and resolved.
2. To collate and prioritise information for use by the NLWA team related to data gathering, numerical modelling, collating statutory and industry information, and interpreting information to assist the NLWA in forming conclusions and actions. This includes liaison with the Operations Team and other Authority officers to ensure the NLHPP utilises the best information available to inform decisions.
3. To assist in the preparation, review, editing, and updating of reports including day-to-day project management reports, records and minutes of meetings, and preparing responses to enquiries. To assist with data and file management, to ensure that plans for dealing with technical issues and risks are properly factored into the Authority’s actions.
4. To liaise with constituent borough officers and other external organisations including London Energy Limited, as necessary to gather and validate data, facilitate information exchange, provide updates, and input into consultation activities.
5. To liaise with the Authority’s external technical advisers on the provision of support and advice to the Authority on waste matters including planning, engineering, design, numerical modelling, non-thermal waste treatment, and thermal waste treatment.
6. To attend internal and external meetings representing the NLWA team on waste matters related to planning, numerical modelling, non-thermal waste treatment, and thermal waste treatment.
7. To maintain awareness of changes to statutory and non-statutory requirements including legislation, regulations, government guidance and other industry practices related to resource recovery and the treatment and disposal of waste.

**People Management Responsibilities:**

The post sits within the Planning & Technical Solutions Team and does not carry responsibility for any direct reports. An organisational chart is included for information only. The post-holder has no responsibility for equipment or facilities.

**Relationships;**

The post holder will be required to provide frequent input into discussions on technical design issues, project programme, documentation, and other engineering related matters to support ongoing activities. Their input must be innovative and problem solving. To do this, the post-holder will be required to liaise with the following stakeholders / contacts on a regular basis:

* Council departments as appropriate
* Authority Members of NLWA
* Government Departments, Local Authorities, and external stakeholders
* Constituent borough officers
* External advisers to NLWA (principally technical)
* The staff of external companies including LondonEnergy Ltd

The post holder by their advice and assistance on technical matters will influence the decisions taken by the NLWA team.

**Work Environment:**

1. There are no physical issues related to the post but the post holder must have the ability to work flexibly, including office and site based work.
2. The post requires the post holder to be flexible in a situation where deadlines for the submission of complex documents have to be met. The post-holder will not be in control of these deadlines but will be expected to prioritise their work including if necessary work outside of normal hours to meet them.

**Technical Knowledge and Experience:**

* Appropriate technical qualification – minimum tertiary degree, preferably a qualification in Waste Management/Engineering.
* Minimum of 4-5 years experience in a comparable role within a established public or private organisation
* Knowledge and experience of civil and mechanical developments
* Knowledge of data and numerical management and logistics
* Strong numeracy and IT skills, along with good report writing skills
* Good communicator and team worker
* Ability to set priorities and meet deadlines
* Ability to create and run simple and effective internal processes
* Ability to focus on the achievement of best value outcomes.
* Ability to form good working relationships with and manage external advisers
* Ability to challenge in an appropriate and constructive way
* The desirable candidate will have a working knowledge waste recycling, treatment, processing and disposal technologies, along with knowledge of energy policy.

**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:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**

