**Job Profile Information: Senior Waste Prevention Officer**

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

**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 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.

To implement waste prevention aspects of the North London Joint Waste Strategy: waste avoidance, reduction and reuse.

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

1. To devise and deliver campaigns and initiatives in order to engage the general public within the NLWA area on waste prevention and recycling issues, raising awareness, and promoting services and initiatives and contributing to behavioural change across all sections of the community.
2. To devise and operate an activity performance review system for the direct resident engagement work of NLWA on waste prevention and recycling. To assess the success of this work, providing feedback and recommendations for improvements and further development, taking account of budgetary and operational risks.
3. To manage the programme of direct resident engagement activity on waste prevention and recycling (face-to-face communication with residents across the north London area of over 2 million people. This work is delivered by the Waste and Recycling Engagement Officers who this post holder manages and seasonal agency staff for whom the post holder is also responsible. The post holder takes full responsibility for project plans and liaises internally to ensure events are fit for purpose and delivered on schedule, within budget and to consistently high standards. Events take place every week throughout the year.
4. To communicate flexibility and with confidence with a constant dynamic and responsive approach to manage the various needs of different groups within the community and work environment.
5. To assist with the commissioning of projects and to provide technical input to ensure the success of a range of waste prevention projects. This also includes managing these projects (which may be delivered by contractors) by applying appropriate project management techniques as required, thereby meeting project timescales and milestones.
6. To put forward proposals for service delivery, supported by a full technical and financial justification and communicate in a way which meets the needs of a diverse audience in a confident manner.
7. Provide expert advice on waste prevention to senior managers and elected members as necessary.
8. Provide information, advice and training on waste prevention issues to staff and the wider community through presentations, talks, organised events.
9. Contribute in the preparation of reports on matters relating to the status and implementation of the Authority’s waste management policies strategies specifically in relation to waste prevention and recycling.
10. Represent NLWA’s waste prevention interests at internal and external meetings deputising for the Waste Prevention Manager when required.

**People Management Responsibilities:**

Manages the work of the Waste and Recycling Engagement Officers (2 posts) and seasonal agency staff.

**Relationships:**

* Reports to the Waste Prevention Manager. Works alongside the Waste Prevention Officer, who delivers additional aspects of the waste prevention programme.
* Manages the work of the Waste and Recycling Engagement Officers (two members of staff), allocates tasks and ensures logistics are in place for the delivery of public events.
* Externally the Senior Waste Prevention Officer needs to liaise with a range of external organisations, from contractors to community groups, members of the public and third sector 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. This requires a deep understanding of the different stakeholder motivations and agendas and the adaptation of the most suitable messages to particular circumstances.
* Provides trusted strategic advice about waste prevention matters to senior managers and elected members when the Waste Prevention Manager is unavailable.
* Manages various contractors.

**Work Environment:**

1. 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.
2. There will be a requirement to attend a variety of venues with occasional evening and weekend meetings, including community/stakeholder events and being on-call for the Waste and Recycling Engagement Officers as necessary.
3. 20 -30% of the working week will be spent out of the office, attending meetings and other activities, some of which will be outdoors.
4. 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.
5. 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.
6. 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. Time off in lieu for additional hours worked beyond 36 hours per week is agreed in advance with the Waste Prevention Manager.

**Technical Knowledge and Experience:**

Essential

* Qualification at degree level or higher.
* Hold a current full clean driving licence.
* Experience in waste management practices and good understanding waste strategy and policy and legislation.
* Experience of delivering or managing behavioural change programmes including experience of working with members of the public and a wide range of people/groups.
* Experience of managing staff.
* Evidenced project management experience including the ability to work within set deadlines and specifications.
* Experience of managing multiple projects and contractors at the same time, sometimes with competing deadlines and priorities
* Excellent numerical skills.
* Knowledge of Microsoft packages.
* Experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.
* Ability to communicate effectively, both in person and in writing and express and present information accurately, clearly and concisely both orally and in writing and in a way which meets the needs of a diverse audience.
* Ability to synthesise desk based reviews and make recommendations that fit with the organisational and strategic context.
* Ability to work as part of a team and on own initiative.
* Problem solving.
* Good organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
* Evidence of self motivation, personal initiative, creativity and innovation.

Desirable

* The workings of central, regional and local government and the relationship between the tiers.

**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**