**Job Information:**

**Waste Prevention Manager (NLWA)**

**Level 5, Zone 1**

**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 develop and deliver an ambitious waste prevention programme to reduce the amount of waste which is sent to disposal in north London. Working alongside other senior managers to write the North London Waste Authority’s (NLWA’s) residual waste reduction plan which includes waste prevention and recycling activity. Thereafter, implement the programme of waste prevention activity included within the plan, which has an annual budget of c£500,000 and which is often based upon European-wide legislative drivers and proposals. The role requires strategic thinking and innovation to develop and seek agreement for NLWA’s programme of activity. The post holder will be responsible for a hands-on approach to managing the subsequent implementation of the plan which includes a range of waste prevention activities and campaigns in north London in order to cost-effectively minimise municipal waste arisings.

Work in partnership with the constituent borough councils and public, private and community stakeholders to prevent and minimise waste household and commercial wastes and promote recycling and home composting.

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

Devise a rolling programme of six-monthly waste prevention plans in partnership with the constituent borough councils (Barnet, Camden, Enfield, Hackney, Haringey, Islington, and Waltham Forest) and other stakeholders, reporting progress to Members throughout the year. This includes preparing the business case and briefing notes and managing the subsequent implementation of agreed plans through in-house staff (five team members), agency staff, wider partnerships and contractors.

Working alongside the Communications Manager agree a communications strategy and plans of activity to support and amplify the impact of the waste prevention programme.

Deliver an annual outreach (face-to-face communications) programme for waste prevention (and recycling) activity, meeting agreed annual targets for the number of people engaged.

Organise a one-day annual waste prevention seminar in north London to share experiences and promote the work of NLWA. (The 2020 event was attended by over 100 people and included two international speakers).

Review and develop performance monitoring mechanisms for the programme of waste prevention activity in order to measure and monitor progress and achievements. This involves responsibility for setting tailored key performance indicators (including where a standardised system does not exist at the moment) and then for collating, analysing and reporting on a wide range of statistical measures which demonstrate to all stakeholders the achievements made to-date against targets. The work involves analysing needs, capabilities and options to identify priorities, develop action plans, implement them directly or in partnership, and review progress as well as collating, analysing and reporting on a wide range of interventions.

Devise proposals, tender for and appoint contractors for delivering various elements of the waste prevention programme. This also includes managing contractors in accordance with agreed timescales and budgets.

Represent NLWA at Europe wide events about waste prevention including representing NLWA on the Board of ACR+ (Association of Cities and Regions for Recycling and sustainable Resource management) or similar pan-European initiatives.

Monitor and ensure that NLWA fully contributes to and understands the implications of policy and legislative changes and advice from Governmental and regional bodies, the EU and other agencies regarding waste prevention which will assist in framing future programmes and activities.

**People Management Responsibilities:**

* Manage three direct reports, five staff in total
* Manage multiple contractors responsible for delivering different elements of the Waste Prevention Plan

Three reports:

Senior Waste Prevention Officer with principle responsibility for the outreach programme and key projects such as the annual waste prevention seminar.

The Senior Waste Prevention Officer manages two Waste and Recycling Engagement Officers one of which is a contractor.

Waste Prevention Officer – with specific responsibility for projects such as NLWA’s waste prevention education project and clothes swap projects

Waste Prevention Officer (Community Engagement) – this post-holder is responsible for taking many of NLWA’s existing community engagement projects and developing and delivering training programmes to community groups which want to replicate NLWA’s work.

**Relationships;**

The post-holder is responsible for:

* Working with other senior managers in NLWA to develop the residual waste reduction plan for the seven constituent north London borough councils. The post-holder particularly needs to work closely with the Communications Manager to extend the reach and impact of the plan and also needs to work collaboratively with each north London borough at various levels to understand their detailed strategies and their application.
* Engaging in the development of the next north London joint waste strategy for NLWA and the seven constituent boroughs as it is developed.
* Working with other waste disposal authorities and organisations in London to deliver waste prevention initiatives where this can add value to the work and improve the outcomes in terms of more waste diverted from disposal and/or cost effectiveness.
* Maintaining good working relationships with NLWA Members, i.e. councillors from the seven north London boroughs, particularly the Members Recycling Working Group, which has responsibility for guiding the development and for monitoring the implementation of the residual waste reduction plan.
* Representing NLWA at a wide variety of events and communication exercises which involves communicating and dealing effectively with senior level Council representatives and a wide range of external organisations including partner boroughs, contractors, local businesses and members of the public.
* Representing NLWA at European-wide events including board level representation for NLWA at the Association of Cities and Regions for Recycling and sustainable Resource management (ACR+)
* Developing and maintaining working relationships with contractors to ensure they deliver agreed aspects of the work programme.
* Ongoing work with NLWA’s legal team to ensure that the procurement and commissioning of contractors, development of tender packs (for which the post-holder is responsible) and funding agreements is in compliance with the Authority’s Standing Orders and relevant legislation.

**Work Environment:**

The work is largely office-based, but regular monitoring visits and attendance at outreach events is required, particularly in the summer and when new contractors are appointed in order to ensure that the programme of activity is delivered to the required standard. It is also expected that the post-holder will be on a rota with the Senior Waste Prevention Officer to act as the contact point for outreach staff working outside of normal office hours particularly during summer weekends.

The post-holder operates in a complex industry with distinct political sensibilities. This requires a deep understanding of the different stakeholder motivations and agendas and the adaptation of the most suitable waste prevention and recycling strategies for the particular circumstances.

**Technical Knowledge and Experience:**

**QUALIFICATIONS**

Essential:

* Degree level qualification in relevant subject or equivalent work-based achievements

Desirable:

* Masters degree or higher level qualification in relevant subject or equivalent work-based achievements

**KNOWLEDGE**

Essential:

* Detailed knowledge of all aspects of waste management at both a national and regional level to enable adoption of complementary strategies for north London.
* Ability to work collaboratively across teams to secure the best outcomes.
* Ability to manage large budget heads and adapt to changing priorities.
* Proven project management skills
* Knowledge and understanding of means of promoting and facilitating waste prevention in practice
* Expert knowledge of waste prevention in order to provide a robust approach to measuring impact and therefore justify budgets and the continuation of the programme**.**
* Knowledge and understanding of staff management needs

Desirable:

* Knowledge and understanding of international best practice
* Wider understanding of procurement
* Proven experience in waste management

**SKILLS**

* Ability to maximise the impact of events through creative approaches and best practice in public engagement
* Ability to manage a small team
* Ability to manage budgets
* Ability to manage partnerships to deliver value-for-money results
* Ability to communicate effectively to a wide range of audiences in writing and in person, to small groups and large, and to all age groups, cultures, faiths and other delineations of audiences

**EXPERIENCE**

* Experience of delivering a range of behavioural change programmes, preferably in waste prevention or the wider environmental field, to varied audiences
* Experience and understanding of the communications opportunities offered by social media in delivering behavioural change
* Substantial experience of partnership working
* Experience of effective budget and project management

**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/