**Job Profile: Business Analyst**

**Job Title: Business Analyst**

**Job Grade: Level 3, Zone 1**

**About North London Waste Authority (NLWA)**

Employed by London Borough of Camden this role is based in North London Waste Authority (NLWA), serving Camden and six other north London boroughs. North London Waste Authority serves 2 million residents in the boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest. We help residents reduce their waste and increase recycling. We make sure that their waste is disposed of in an environmentally responsible way. We are delivering infrastructure through the North London Heat and Power Project to provide long term assets for the sustainable management of north London’s waste.

These activities contribute to our mission of preserving resources and the environment for future generations by exemplary planning, innovation and communication in managing north London’s waste. Digital transformation is an integral part of providing and improving our service.

The Authority’s website is [www.nlwa.gov.uk](http://www.nlwa.gov.uk), and we have a specific website [www.northlondonheatandpower.london](http://www.northlondonheatandpower.london) to provide information on the £1 billion project we are managing to provide new infrastructure.

**Working for Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all

**About the role**

This role is to support the North London Waste Authority in the management of large and complex data associated with over 3 million waste transactions per annum. To provide detailed analysis of this data identifying trends and movements in tonnages and other indicators to support decision making in the Service. The post holder will also be responsible for compiling regular data reports for a wide variety of audiences and for compiling the Authority’s statutory Waste Data Flow return.

The work includes undertaking the management, detailed analysis, interpretation and reporting of data, including to be highly experienced in the production and submission of Waste Data Flow returns.

The post holder will support the provision of strategy, policy, improvement and change work across the Authority, working in a varied environment to provide and interpret data to deliver corporate and strategic priorities. In addition, the post holder will need to validate and ensure the integrity of data supplied by contractors.

Example outcomes or objectives that this role will deliver include:To produce high-quality analysis supporting the future development of Strategy for the Authority; supporting the Digital Transformation Manager in the introduction and integration of new Data Management Systems that enhance the Authority’s management and understanding of data and the delivery of accurate and timely statutory returns to relevant Government bodies.

In addition, it is expected that the post holder will produce high quality management information for performance monitoring and service planning purposes and also deal with contractors and create reports and input to the Management Data System (which is being upgraded).

**About you**

* Highly numerate and literate with a qualification in a relevant subject or some experience of applying statistical knowledge and skills
* Understanding of basic statistical techniques combined with a basic understanding of research methodology
* Understanding and knowledge of data protection and sharing issues
* Some experience of analysing data using statistical software packages, e.g. Excel (advanced), SPSS, STATA, Visual Basics, Power BI, Qlikview
* Experience of managing datasets and experience of quality assuring data and statistics derived from data and of working with contractors to quality control and validate data entry
* Experience of presenting complex information to a range of audiences
* A basic understanding of how local government works and the functions it delivers
* An interest in the Environment, Climate and Recycling space would be useful but is not essential
* Similarly, a passion for technology to improve data management and efficiency

**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 alternative flexible working options are available/open to discussion.

**People Management Responsibilities:**

The post has no line management responsibilities, but the post holder may be required to coordinate staff to ensure the timely and accurate production of reports, analysis and statutory returns.

**Relationships:**

The post holder will report to the Digital Transformation Manager, however, they will be largely self-managing.

The post holder is expected to develop and maintain relationships across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks that they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Services team

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, 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**

At Camden 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 the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is 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 us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

**Note:**

This document 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.