

Job Profile Waste Prevention Officer

Job Title: Waste Prevention Officer - NLWA
Job Grade: Level 4 Zone 1

About North London Waste Authority: 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 long term infrastructure through the North London Heat and Power Project to provide long term assets for the sustainable management of north London's waste. These 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.

The Authority's website is www.nlwa.gov.uk, and we have a specific website www.northlondonheatandpower.london to provide information on the project we are managing to provide new infrastructure.

About the Role:

The post holder will design and implement waste prevention and recycling projects in line with the programme of activity outlined in the North London Residual Waste Reduction Plan. They will devise and deliver campaigns, events 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. They will work in partnership with the seven constituent boroughs and other stakeholders to identify service needs, propose and design new projects and contribute to the preparation of reports on matters relating to the status and implementation of NLWA's waste management policies specifically to waste prevention.

About You

You will have experience of managing sustainability related projects and awareness raising activities. You will have the ability and confidence to provide quality advice and awareness-raising to staff and community groups including at public events and meetings.

You will be able to develop, plan and deliver community engagement level workshops, activities, and events and develop creative solutions to communicating sustainability related information to people with varying degrees of knowledge or understanding of the subject in question.

You will work within set deadlines and specifications and communicate effectively, both in person and in writing, and be able to express and present information accurately, clearly and concisely both orally and in writing. You will be able to compose minutes, letters and briefing notes.

You will have knowledge of MS Office or equivalent.

You will have the ability to apply effective evaluation methodology, to show impact and success of projects and promote learning from evaluation

You will have analytical skills and be able to undertake desk-based reviews. You will have good organisational skills, an ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines, and work as part of a team and on own your initiative.

You will have experience of demonstrating commitment and integrating Equalities and Valuing Diversity principles in service delivery.

You will hold a valid clean UK driving licence.

People Management Responsibilities:

The post has no line management responsibilities but will have the ability to brief, manage and oversee work delivered by contractors.

Relationships:

The post holder will report to the Waste Prevention Manager and work alongside another Waste Prevention Officer, an Outreach and Engagement Officer and a Senior Waste Prevention Officer, who deliver additional aspects of the waste prevention programme.

The Waste Prevention and Communications staff make up the External Relations team, reporting to the Head of Strategic Communications, so the Waste Prevention Officer attends alternating weekly meetings with the External Relations Team and the Waste Prevention Team.

Externally the Waste Prevention Officer will be required to liaise with a range of external organisations, from community groups to businesses. 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, to maintain stakeholder relationships, effect necessary behaviour change and ensure effective continuation of projects and delivery of key targets.

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Tube station with great service and amenity links close by. However, the position involves travel to meetings and events at venues across the seven north London boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest, and occasionally elsewhere.

The postholder will be required to coordinate their work with others, deal with a variety of conflicting deadlines often daily 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 and NLWA events, 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, delivering events and other activities, some of which will be outdoors.

The post holder 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 and 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

The post will require 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 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 will develop 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 post holder 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.

The post holder will have the 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 and be required to make specific contact with a range of people and organisations.

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. This includes a number of roles at North London Waste Authority. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden and the North London Waste Authority, 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 and the North London Waste Authority 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.

As employers Camden 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 and the North London Waste Authority are 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,