

Job Profile HR & Business Manager

Job Title: HR & Business Manager
Job Grade: Level 5 Zone 1
Salary Range: £49,930 - £57,543

About North London Waste Authority (NLWA)

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation and communication in managing north London's waste. We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

You will be expected to adhere to NLWA values which are:

Safety: We protect the health, safety and wellbeing of everyone involved in, and using, our services.

Accountability: We are accountable to Members and to each other for delivering our responsibilities.

Ambition: We work to the highest standard and aim for continuous improvement in all we do.

Inclusivity: We have strong relationships with all our partners and create a positive work environment where everyone matters.

Integrity: We celebrate success, we learn from setbacks, we promote transparency and respect in our work

In addition to NLWA values are the Corporate Services core principles which are:

Respect time: We respect other people's time as we do our own

Set realistic expectations: We set, manage and deliver to realistic expectations

Stakeholder excellence: Treat your stakeholders with the utmost empathy

Don't be too hard on yourself: Try your best on everything you do and don't worry if it isn't perfect

The Corporate Services Team will act as a thread across everything we do in NLWA. We will be NLWA's heartbeat. We will deliver upon the trust that we build with our colleagues and stakeholders. We will accept challenge as an opportunity to grow, learn, improve, and innovate.

The Corporate Services Team plays a critical role in supporting the organisation; creating the necessary conditions for the whole organisation, its people, processes and culture to deliver, as effectively as it can, a high-quality end to end Human Resources advice and support service to the Senior Managers, staff and related stakeholders and provide a first class advisory service for all terms and conditions advice

About the role

The post holder will manage the Corporate Service function and support in the development and delivery of strategic Corporate Service plans to fit in with the objectives of NLWA, participating in corporate services team projects and initiatives to ensure the HR and people implications are identified and appropriate plans and actions are developed.

The postholder will provide advice and guidance on all employment matters and share best practice; being the source of information for NLWA, ensuring that staff understand processes in line with Camden employment requirements. The advice could be on a range of matters from the management of sickness absence, consultation on reorganisations, performance management and associated performance and reward arrangements.

The post holder will use the Oracle HR system and in liaison with Camden HR as necessary, prepare a monthly data report for the senior leadership team covering staff in post/vacancies; case management cases and the profile of the Authority.

The post holder will be required to support managers with recruitment, assisting and support recruiting managers by explaining and facilitating the requirements. The post holder will be the lead liaison point with Camden to ensure that any Camden approvals needed are expedited to meet the business needs of NLWA. The postholder will also ensure that there is an integrated process in place that focuses on the lifecycle of the employee within the organisation this would mean an end-to-end integrated process of planning starting at the recruitment stage through the lifecycle of their career and to their retirement or otherwise.

The post holder will support the senior leadership team in developing and implementing any new HR initiatives. For example, a new approach to performance management, mandatory learning or anti-racism training. New starter induction is another area where the post-holder is expected to develop a NLWA induction, liaise with Camden about the Corporate induction and will be expected to provide guidance and support.

The postholder will ensure that Executive Officers in their duties, provide effective business support to Senior Managers to include but not limited to taking minutes, agenda planning, diarising, and coordinating meetings.

The postholder will provide support to Managers carrying out regular 1:1s with staff they manage and in identifying Learning & Development opportunities, liaise with experts across the organisation (Camden) and with external providers to support the development and delivery of learning using a range of formats and approaches.

The postholder in collaboration with Senior Leaders will foster knowledge and adoption of Equality, Diversity and inclusion topics and best practices to ensure a common goal is achieved. Identify and close any gaps that compromise the organisation being a truly inclusive environment for everyone and ensure that all employees are trained to minimum statutory requirements with a view to upskill and educate beyond this to create an inclusive community.

About you

You will be an experienced HR Business Manager, knowledgeable in the application of Employment Law (typically gained through a recognised professional qualification e.g. CIPD)

You will need to take a collaborative approach, as your work will involve dealing with all members of the NLWA team and helping to ensure the systems work well for individuals.

You will have good analytical and reporting skills and an ability to understand and implement processes. You will need to work well with data and HR systems.

You will have some familiarity with public sector employment arrangements, which will assist in developing a rapid understanding of Camden's terms and conditions (or the ability to quickly develop this).

You will have proven experience in planning and delivering to deadlines, including strong communication and influencing others to contribute to a mutually beneficial outcome.

You will be able to focus on internal and external customers, be innovative and creative, open to ideas and challenge and committed to individual learning and development.

You will be required to provide sound advice and support on complex employee relations casework such as absence, capability, grievance, probation and employment tribunals.

You will be the HR expert in the organisation on organisation change, design, restructures, redundancy and TUPE transfers ensuring that these issues progress in accordance with agreed procedures.

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 holder will have line management responsibility for a HR Adviser. They will ensure appropriate training and development opportunities are available. The postholder will need the ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.

Relationships:

This role reports to the Corporate Services Director

The post holder will work closely with the Corporate Services Director and other members of the Corporate Services Team.

On a day-to-day basis the post holder will be expected to work collaboratively with and other Senior Managers within NLWA. There will be a strong connection to Camden's Corporate HR function and the opportunity for shared learning.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our Corporate Service, 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](#).

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,