

Job Profile Head of Legal

Job Title: Head of Legal
Job Grade: Level 6 Zone 2
Salary Range: £72,636 - £88,257

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 Head of Legal role will sit in the Corporate Services Directorate and is an essential role to manage NLWA's legal risks and issues. NLWA is technically in law a local authority in its own right albeit, one that still operates in the pre-executive reforms LGA 1972 act regime, has a limited legal role and duties, but still subject to many of the same requirements such as FOI. Therefore, ideally the postholder will have knowledge of local government law.

This is a specialist role, and the incumbent of the role will be the professional lead for legal in the organisation. The key stakeholders are internal NLWA teams, NLHPP, London Energy Ltd and Members and the postholder will be expected to liaise considerably with private sector organisations that NLWA employ acting as gatekeeper to what goes out and what stays with NLWA, looking to deal with as much as possible inhouse. In addition, as Camden supplies officers to the Authority, the postholder will be expected to liaise very closely with Camden's Borough Solicitor.

The resolution of legal risk will need to incorporate and/or consider risks in London Energy Ltd and NLHPP, particularly when agreeing mitigations. The postholder will need to factor in financial, people, delivery and operational challenges.

There will be a need to follow through with legal cases in the organisation to aim to get the best possible outcome for the organisation. This is through advising on statute / legal powers, ensuring lawful member decisions and lawful procurement of activity across the organisation.

The postholder who will be part of the Corporate Services Leadership Team will need to assure public reports / papers, operational and strategic plans, through working closely with the Head of Portfolio Management, Head of Finance and HR & Business Manager who all form part of the Corporate Services Leadership Team. The formal governance regime for the organisation can be found [here](#).

The responsibilities of the postholder include (but not limited to):

1. Lead the strategic planning, development and coordination of the legal service for the identified area of responsibility ensuring exceptional quality of service provision, proactive planning for legal changes and reflection of the organisation's overall strategic objectives.
2. Oversee legal services and advice provided to departments in the identified areas ensuring timely, accurate information is provided, business requirements are met and risk to the organisation is minimised.
3. Develop and maintain effective relationships with directorate and external clients to ensure service needs are understood and addressed through a flexible, customer-focused approach.
4. Oversee the setting, monitoring and assessment of key performance indicators and service targets within their team, distributing targets equitably and maintaining excellent communication to ensure targets are achieved.
5. Participate in the compiling; monitoring and evaluation of the directorate's expenditure budget to ensure that appropriate funds are allocated and spending is kept within budget, particularly around legal supplier spend.
6. Contribute to corporate policy for Legal Services ensuring representation of all stakeholder's interests and accountabilities. Member of Corporate Services Senior Leadership Team (CS SLT)

7. Prepare and present reports to the NLWA Authority Meetings and other committees to inform decisions and initiating actions, where necessary, reviewing and advising on papers and attending decision making political meetings
8. To proactively manage the team including leading on the most high-profile cases acting as a conduit for information to and from the Director of Corporate Services
9. To report to the Director of Corporate Services. Managing own workload, prioritising organisational needs as and when required
10. Responsibility for implementing project management, risk management and service improvement initiatives for the legal function in the organisation.
11. Responsible for legal decisions / advice on behalf of the organisation.
12. Management of statute / legal power documentation regarding the organisation
13. Ensure lawful member decisions and lawful procurement of activity across the organisation

About you

- Knowledge of the political process, including understanding of corporate and strategic service issues.
- In depth knowledge of local government law, property law or commercial law or relevant waste & energy related law
- Commitment to the valuing diversity and inclusion and understanding of its relevance to service delivery and employment.
- Ability to develop the client relationship manager role with clients (including external ones) and absorb key business needs in the short, medium and long term.
- Ability to manage staff that are not direct reports.
- Effective interpersonal skills ability to develop client's confidence in you, and the legal services function.
- Effective communication skills including:
 - Devising effective communication mechanisms within the legal function
 - Communicating clearly both orally and in writing and explain the law simply and concisely.
- Flexibility, ownership and taking responsibility on all aspects of performance
- Ability to demonstrate creativity & innovation when meeting client needs within a legal framework/setting
- Experience of working with and providing high level advice to officers at senior level or equivalent.
- Experience of successfully managing and motivating individuals and teams.
- Experience of introducing and maintaining quality initiatives.
- Evidence of successfully managing risk, particularly commercial and legal risks.
- Experience leading a legal services function
- Ability to effectively and efficiently lead legal suppliers to get quality advice at value for money
- Experience of providing full legal assurance in a complex procurement activity

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 no direct line management responsibility but is due to manage our legal supplier(s). 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 Director of Corporate Services

The post holder will work closely with the Director of Corporate Services, other members of the Corporate Services Team, private organisations and the Borough Solicitor. On a day-to-day basis the post holder will be expected to work collaboratively with and other Senior Managers within NLWA.

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,