

Job Profile

Job Title: NLHPP Project Coordinator

Job Grade: Level 3 Zone 2

Salary: £42,221 - £47,940

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

About the Role:

This is an exciting role aimed at supporting the delivery of aspects of the North London Heat and Power Project. The role is expected to provide effective support across the NLHPP including managing the office and supporting multiple teams. As part of the client team, you will play a key role in ensuring that the project runs smoothly.

Example outcomes or objectives that this role will deliver:

Project Coordination:

- Assist the Project Manager, Programme Director and wider team in planning, scheduling, reporting and monitoring project activities.
- Opportunity to manage small to medium sized projects (up to £100,000) from start to finish, related to project controls, engineering, construction or contract management.

- Ownership of the project Change Management process and undertaking associated assurance processes
- Maintain and update project documentation, including reports, trackers, and meeting minutes.
- Undertake site visits to assess construction progress, hosting site visits for internal and external visitors when required.
- Coordinate internal and external meetings, prepare agendas, and ensure timely distribution of action items.
- Work with colleagues in the wider project team, NLWA and London Energy Ltd on project and payment activity.
- Monitor project progress against timelines and escalate risks or delays as needed.
- Ensure compliance with project governance and reporting requirements, ownership and responsibility for data quality.

Office Management:

- Oversee day-to-day office operations, including supplies, equipment, and facilities management.
- Act as the first point of contact for visitors and manage reception duties when required. Arrange site visits for external visitors including PPE.
- Coordinate health and safety compliance within the office environment.
- Manage office budgets for supplies and services, ensuring cost-effectiveness.
- Liaise with building management and service providers for maintenance and operational needs.
- Support onboarding of new team members and maintain office systems (e.g., seating plans, access cards).

About you:

- Hold or be working towards a recognised Project Management or engineering qualification
- Good knowledge and understanding of the roles and functions of a major project
- Excellent organisation skills and the ability to effectively multi-task and respond to the changing priorities of the Programme Director and senior officers. Excellent working knowledge of Microsoft Office programmes (Word, Excel and PowerPoint) and the ability to quickly learn and adapt to changing use of IT to support changes in ways of working, such as the use of desktop publishing software
- Ability to communicate effectively, negotiating and influencing with a wide range of stakeholders, whilst showing a high level of diplomacy and confidentiality in line with contractual requirements. Ability to adapt style according to the audience and the needs of others.
- Ability and experience to tailor / establish PowerPoint presentations and prepare reports
- Being flexible on dealing with a range of activities at work with a “can-do” attitude

Work Environment:

The site at Edmonton EcoPark. The role is primarily site based (minimum 3 days per week) there is also opportunity for home working and alternative flexible working options are available/open to discussion. While on site, you will undertake site walkovers most days.

Relationships:

The post holder will be required to liaise with various teams and services. Key contacts will include NLHPP team members, officers across the NLWA, London Energy Ltd and external providers of services. Whilst providing personal support to the Programme Director, Project Manager and senior colleagues, the postholder is likely to encounter matters that are confidential, contentious and complex and where potential outcome is likely to require commercial confidentiality.

The role will report to the ERF Project Manager, Programme Director or Programme Manager and is expected to support other senior staff on a day-to-day basis.

Over to you

We're ready to welcome your ideas, your views, and your drive to deliver through strong relationships and using technology.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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.