

AC 12/05/2021: Staffing Update

<b>Audit committee</b>		AC 12/05/2021 - 7
Staffing Update		
<b>Report by</b>	Adam Leibowitz	
<b>Job Title</b>	Governance and Secretariat Officer	
<b>Date of decision</b>	Audit Committee Meeting 12/05/2021	

**Summary**

This paper presents an update on staff changes since the previous meeting, planned recruitment activity and requests approval for the deletion of one Grade 8 position within the staff structure and establishment of two Grade 5 positions.

**Recommendation**

The committee is recommended to:

- Note staff changes since the previous meeting.
- Note planned recruitment activity.
- Approve the deletion of one Grade 8 Senior Advisor in the Local Authority Support Team.
- Approve the establishment of two Grade 5 Project Co-ordinators in the Local Authority Support Team.

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### Report

#### Staff Turnover

##### *Leavers*

Anya Trivedi (research intern) and Isabella Kima (Corporate Communications Lead) left in April 2021.

Natalia Agathou, Business Advice Manager in the Business Transformation will be leaving at the end of May 2021.

##### *Starters*

Pauline Metevier, Head of Programme Head of business transformation and sector support joined at the end of March. Sarah Malone, Senior Advisor - Circular Economy Analytics and Knowledge joined in April.

##### *Movers*

Nicola Bradley (formerly Office and Community Manager) has secured a new position as Business Engagement Lead within the Business Transformation Team.

##### *Changes to the establishment*

There is currently a vacant Grade 8 Senior Advisor position within the Local Authority Support team. This position was formerly a Business Development Manager which has been a vacant since July 2020.

Following an internal review of the Local Authority Support team and the staffing requirements to fulfil its programme of activities it is proposed that the vacant Senior Advisor position be converted to two Grade 5 Project Co-Ordinator roles. The Local Authority Support Team works across a number of projects and priorities, including Reduction and Recycling Plan service advice & support (including service communications), focus area projects, and targeted communication and behaviour change projects. The team currently comprises of 5 FTE Grade 8 post, however this only of 3.6 FTE Senior Advisors are in post. This creates a very flat structure. The creation of two project co-ordinator posts from the vacant senior advisor position will create greater flexibility in the team and enable the senior advisors to more effectively manage ReLondon's project portfolio. It will also create more capacity for undertaking commercial work with London authorities. The Project Co-Ordinators will support the Senior Advisors in delivering projects that support London's waste authorities to reduce consumption-based emissions through the adoption of circular economy actions designed to reduce waste and to recycle more of what remains.

A job description for the proposed new positions is attached at Appendix 1.

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*Financial Implications:* This change will result in a net increase in staff costs for the Local Authority Support Team of c.£20,000 (excl. NI, pension etc.) which will be met from existing budgets, including contributions from external funding (i.e. grants such as Ecosurety and EU DEAR funding).

The Committee is recommended to:

- Approve the deletion of one vacant Senior Advisor Position (Grade 8) within the Local Authority Support Team.
- Approve the establishment of two Grade 5 Project Co-Ordinator positions within the Local Authority Support Team.

### **Recruitment activity update**

The following positions are vacant and will be recruited to in the coming weeks.

- Office & Community Manager (Central team). This role will be revised given or move to serviced offices.
- Administration Officer (Central team). This is a new position for 2021/22 which was approved as part of the 2020-25 business plan.
- Two Grade 5 Project Co-ordinators (subject to approval by the Committee).
- Corporate Communications Lead.
- Business Advisor in the Business Transformation Team.
- Business Advice Manger in the Business Transformation team.

### **Appendices**

Appendix : Job Description, Local Authority Support Project Co-ordinator.

## **Job Title**

Project Co-Ordinator

## **Reports to**

The Project Co-Ordinator reports to the Head of Programme, LA Support.

## **Company Overview**

ReLondon (previously the London Waste and Recycling Board (LWARB)) was established 13 years ago. Since then, it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. ReLondon work with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in circular economy thinking and practice.

Our 2020-2025 Business Plan sets out our work programme for the next five years and includes the objective of becoming financially sustainable at the end of this period by generating third party funding and commercial revenue. Our work includes activities developed and delivered in partnership with other organisations to promote circular economy principles and implement and, thereby reduce waste and increase recycling and reduce consumption-based emissions.

## **Role Overview**

The Project Co-Ordinator is part of ReLondon's LA support team but may work across the organisation particularly on focus area projects. The Project Co-Ordinator will support ReLondon's Senior Advisors and Communication and Campaign Leads in delivering projects that support London's waste authorities (and in the main part London's boroughs) to deliver projects identified in their reduction and recycling plans; and/or research and demonstrations projects that develop ReLondon's knowledge assets and help reduce consumption-based emissions through the adoption of circular economy actions designed to reduce waste and to recycle more of what remains.

The Project Co-Ordinator will work across Reduction and Recycling Plan service advice & support projects, focus area projects (in particular food, plastics, and textiles), and communication and behaviour change projects and campaigns identified in ReLondon's 2020-2025 business plan.

Key stakeholders for this role are the GLA, the London councils, London waste authorities, national government and other organisations and businesses involved in delivering the Mayor of London's ambition to deliver a low carbon circular city.

## **Responsibilities and Duties**

- Work as part of a team and under the guidance of the senior advisors and/or communications and campaign lead to deliver local authority support projects and business as usual activity (including communication and behaviour change projects), and/or research and/or demonstrations projects, and/or consultancy projects including:
  - Provide technical, organisational and creative support to the team in drafting project concept notes and funding bids, and consultancy proposal.

- Drafting and inputting into project initiation documents and project delivery plans, including designing, implementing and delivering effective project monitoring and evaluation plans to measure impact.
- Conduct research as directed by the project manager to support project delivery, including market research, literature reviews, data analysis and good practice.
- Provide financial and administrative support to the project team including stakeholder engagement, monitoring project budgets, procurements, contract administration, evidence gathering, and attending and recording meetings where required.
- Preparing presentation decks and giving presentations.
- Drafting, contributing to and formatting final project reports, case studies, articles and website and social media content working with the corporate communications team.
- Liaise with boroughs, and local authority officer networks and other stakeholders across London on specific projects or in relation to wider ReLondon activities and services.
- Arranging and delivering events, webinars and workshops, working with the corporate communications team, to communicate project results and wider ReLondon activities and services.

***Maintain CRM platform***

- Update the CRM platform (Zoho) regularly based on evolving team needs.
- Conduct regular spot-checks to ensure that the database is clean and updated by team members.

***Other Duties:***

- Undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job.

**Person Specification**

Job Related Knowledge	<ul style="list-style-type: none"> <li>● An understanding and knowledge of the Circular Economy principles.</li> <li>● An understanding and knowledge of the municipal waste sector.</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>● Attention to detail and good organisational skills.</li> <li>● Ability to manage complex expectations and communications with various internal and external stakeholders.</li> <li>● Ability to successfully manage a variety of tasks to deadline and to work calmly under pressure.</li> <li>● Event organisation and planning skills.</li> <li>● An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.</li> </ul>
Competencies	<p><b>Collaborating and Partnering</b> Working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and</p>

	<p>a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions.</p> <p><b>Delivering Value for Money</b> Efficient, effective and economic use of taxpayers' money in the delivery of LWARB services; seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. Base decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p><b>Delivering at Pace</b> Focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes; working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p><b>Achieving Positive Outcomes</b> Maintaining an economic, long-term focus in all activities. Having a financial and sustainable mindset to ensure all activities and services are delivering added value and working to enhance the circular economy.</p> <p><b>Making Effective Decisions</b> Using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. Reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.</p>
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**Benefits**

- Grade 5; £35,432-£39,208
- Voluntary employee's contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays