

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Environmental Protection Officer (Air Quality) – Fixed Term**

Regulatory Services, Place Economy & Environment Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West  
Northamptonshire  
Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

### **Purpose and impact:**

The purpose of this role will be to lead and/or support the identification, development and delivery of air quality mitigation and improvement projects. It is anticipated that the postholder will focus on developing and implementing an Air Quality Action Plan, supporting and delivering grant funded projects, internal and external communication and engagement regarding air quality, and policy and process development. This will involve working closely with internal and external stakeholders and leading on projects with minimal supervision, working across a mixed rural and urban district.

### **Accountable to:**

This role is accountable to the Environmental Health Manager (Environmental Protection) and has no line management responsibility. The role sits within Regulatory Services, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

### **Responsibilities:**

1. Proactively building and maintaining good working relationships and communicating effectively with all stakeholders, to ensure service delivery and to identify and share best practice.
2. Planning, delivery and monitoring of complex projects which support the effective management of air quality across the district. In particular the development and implementation of air quality action plans and the production of the annual air quality status report.
3. Providing accurate authoritative advice and support to internal and external stakeholders and the public on air quality, through for example, reports and briefing notes, giving presentations and direct face to face communication.
4. Preparing clear and accurate documentation / other materials (e.g. grant funding applications and reports, policy wording, Requests for Information etc) within the timescales required.
5. Supporting the preparation of tenders and contracts and assisting with the preparation and submission of bids for short and long term grant funding.
6. Providing accurate performance and management information (including that of suppliers, contractors and delivery partners), identifying any areas of concern and feeding these back accurately for further review by budget holders and managers.
7. Work closely with Highways colleagues to collect better monitoring data from traffic flows and wider air quality monitoring beyond current NOx tube network to allow better targeting of activity. Participate in the development of the Local Transport Plan and other relevant strategies.

8. Review of existing Smoke Control Areas and consider implementing further areas in light of an increased use of solid fuel burners. Including work on The Air Quality (Domestic Solid Fuel Standards) (England) Regulations to work on any new PM2.5 objectives as a result of legislative introductions.
9. Lead on the authority's contribution to national campaigns, raising awareness of air quality
10. Liaise with Planning to contribute to the development of appropriate local plan policies for the adoption of the East Midlands Air Quality Network document as a West Northamptonshire Council Supplementary Planning Document (SPD).
11. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service
14. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Skills and abilities:	Essential / Desirable	Measured by
Excellent interpersonal skills. Proven ability to negotiate and persuade and build and maintain effective working relationships at all levels. Ability to communicate with , engage and influence customers, partners, suppliers and stakeholders	E	D/I
Ability to create and use spreadsheets, create and deliver presentations and general documents, using Microsoft Office and data management software	E	D/I
Ability to solve problems and demonstrate the ability to challenge current thinking and working practices.	E	d/i
Ability to deal with enquiries calmly and professionally under pressure and convey information both accurately and clearly.	E	D / I
Ability and commitment to the team approach, exchanging ideas and providing support to colleagues.	E	D / I
Ability to prioritise own workload and able to work to tight timescales whilst maintaining high levels of accuracy.	E	D / I
Ability to adapt working practices to ensure equal opportunities is considered as well as recognition of impact of behaviours, physical, social and welfare needs.	E	D / I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Experience of customer service; face to face, over the telephone and in writing.	E	D/I
Experience in managing air quality and delivering improvement projects	E	D/I
Experience of working in a challenging working environment and working to statutory or other deadlines.	E	D/I
Authoritative knowledge and understanding of the systems, policies and procedures, legislation, and best practice within the scope of the service area. Good understanding of air quality mitigation.	E	D/I

Relevant experience:	Essential / Desirable	Measured by
Experience in working within a policy framework and setting up new processes/procedures	E	D / I
Examples of methods used at work to positively affect attitude / behaviour change.	D	D / I
Awareness of managing budgets and grant funding applications	E	D/I
Able to provide examples of projects worked on	E	D/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Undergraduate degree or equivalent in the area of environmental health/air quality/ environmental management	E	D
Achieved or currently studying for a postgraduate qualification in the area of environmental health/ air quality/environmental management	D	D
Full UK driving license (with access to a vehicle)	E	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Flexible location across West Northants
<b>Job family band:</b>	Regulatory & Technical	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£36,734 - £39,278	<b>Budget responsibility:</b>	No direct budget responsibility
<b>People management responsibility:</b>	No direct reports		

### Working conditions & how we work:

The part-flexible role will be an office based role, with some site visits expected, as well as attendance at stakeholder and team meetings as needed. The main office base for Regulatory Services is The Guildhall, Northampton, but hub space is available at Towcester and Daventry.

We are open to discussions on flexible working and office location.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

