**Job Description and Person Specification**

**Job details**

Job title: Air Quality Project Officer

Grade: TBC

Reports to: Environmental Protection Manager

Responsible for: N/A

Directorate and Service area: Regulatory Services – Place and Economy

**Purpose of the job**

This role is a fixed term project officer post specifically focussed on air quality. The postholder is required to lead on key air quality projects as determined by the authority’s annual status report, applying for external grant funding, liaison with external organisations to seek air quality improvements.

**Principal responsibilities**

1. Produce future bids for air quality grant work;
2. Produce the air quality strategy; annual status report and other internal air quality polices/strategies/documentation
3. Work closely with the Highways team to collect better monitoring data from traffic flows and wider air quality monitoring beyond current NOx tube network, to allow better targeting of activity. Look at strategies such as those pertaining to buses.
4. 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.
5. Publicise more sustainable methods of travel including walking, cycling, e-scooters/bikes.
6. Lead on the authority’s contribution to national campaigns, raising awareness of air quality
7. Survey industrial sites to identify any new or existing units that may require an Environmental Permit under the Environmental permitting regime, e.g. paint sprayers & waste burners.
8. Liaise with Planning for the adoption of the East Midlands Air Quality Network document as a North Northamptonshire Council Supplementary Planning Document (SPD).

**General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. 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.

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**

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Undergraduate degree or equivalent in the area of environmental health/air quality/ environmental management | Achieved or currently studying for a postgraduate qualification in the area of environmental health/ air quality/environmental management |
| Experience and Knowledge | Relevant career experience in managing air quality and delivering improvement projects  Good understanding of air quality mitigation.  Knowledge and understanding of the systems, policies and procedures, legislation, and best practice within the scope of the service area. | Project management experience  Experience in writing and co-ordinating bids for project funding  Experience in working within a policy framework and setting up new processes/procedures |
| Ability and Skills | 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.  Experience of working in a challenging working environment and working to statutory or other deadlines.  Experience of customer service; face to face, over the telephone and in writing.  Ability to prioritise own workload and able to work to tight timescales whilst maintaining high levels of accuracy.  Ability to create and use spreadsheets, create and deliver presentations and general documents, using Microsoft Office and data management software | Ability to deliver presentations to varied audiences including elected members in order to convey complex information and data  Awareness of managing budgets related to grant funding applications  Skills in the use of the DEFRA online funding platform  Ability to apply methods used at work to positively affect attitude / behaviour change. |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.  Ability to adapt working practices to ensure equal opportunities are considered as well as recognition of impact of behaviours, physical, social and welfare needs. |  |
| Additional Factors |  | Full UK driving licence with access to a vehicle |