

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Air Quality Officer	Grade:	PO4
Reports to (Designation):	Environmental Protection Manager	Grade:	PO7
Directorate:	Place	Section	Environmental Health

Main Purpose of the job:

To act as lead officer for the Council on matters related to Air Quality Management and air pollution.

To lead and be responsible for projects, planning and specialist work areas as assigned which relate to Air Quality.

To develop and progress the Council's strategies and policy initiatives around Air Quality.

To act as an Authorised Officer, undertaking technical and enforcement duties for Environmental Protection including investigations and take appropriate actions for contraventions or unsuitable practices in all relevant premises for which the Environmental Protection team is the enforcing authority. Ensure that all relevant statutory obligations, Council and Directorate Policies are effectively implemented.

Provide specialist technical, and professional advice and guidance to all relevant stakeholders.

Summary of Responsibilities and Personal Duties:

1. Lead and be responsible for projects and specialist work areas as assigned which relate to Air Quality. This includes:
 - a. The development of new initiatives within the department, the Council and the Borough as a whole that aim to improve air quality and, through formal negotiation with relevant stakeholders, facilitate their implementation.
 - b. The review of existing practices within Council departments that have the potential to impact on air quality and, where necessary, recommending significant changes to service provision.
 - c. The monitoring and review of the effectiveness of air quality measures in order to provide progress reports to Senior Managers within the Council including the reporting of Key Performance Indicators.
 - d. Identifying suitable funding opportunities, preparing and submitting funding bids for projects and new initiatives, managing the financial arrangement of specific projects and providing the appropriate accountability for the expenditure.
2. Provide direct supervision to a member of staff in order to ensure the effective and efficient delivery of the relevant statutory, non-statutory and advisory functions pertaining to air quality.

3. Be responsible for the selection and supervision of appropriate consultants/contractors to work alongside the team which will involve undertaking the procurement of goods and services in accordance with the Council's Policies and Procedures, with support from the Environmental Protection Manager.
4. Review and critically assess technical air quality reports submitted as part of the planning process, including detailed scrutiny of air dispersion modelling (e.g. ADMS or equivalent). Evaluate assumptions, input data, methodology, and outputs to ensure compliance with relevant guidance (e.g. IAQM, Defra). Process and comment on planning applications, environmental statements, air quality assessments, and mitigation schemes; make evidence-based recommendations to secure appropriate mitigation and/or air quality improvements. Apply, interpret, and critically evaluate outputs from the Defra air quality tools suite, including the Emission Factor Toolkit (EFT) and Damage Cost Calculator, and GLA planning requirements such as Air Quality Positive and Air Quality Neutral. Ensuring appropriate assumptions and use within assessments.
5. Manage and advise on the control of environmental impacts from large-scale construction projects, including dust and emissions, and prepare consultation responses as required.
6. Ensure that the Council meets its obligations under the National Air Quality Strategy and Local Air Quality Management. This includes taking the lead in the maintenance and development of air pollution monitoring programmes and funding initiatives; undertaking environmental surveys, monitoring, modelling and sampling programmes as necessary; assuming responsibility for ensuring the running and maintenance of air quality monitoring stations and their contract administration; and ensuring that reports on air quality are submitted to Defra and GLA as required to comply with the Council's statutory obligations.
7. In consultation with Government, other Council services and other stakeholders, progress and review the objectives of the Council's Air Quality Action Plan. The postholder will be responsible for developing and overseeing new initiatives to achieve these objectives including the periodic review of existing practices. In addition, programmes for monitoring progress are to be developed and maintained as required.
8. Represent the Council's interests by responding to all enquiries, including those from Councillors and attending public meetings. Coordinate Council responses to enquiries relating to air quality.
9. Although not the primary function of this post, at times it may be necessary to:
 - a. Assist the lead officer for contaminated land in identifying and investigating land which may be contaminated, set and maintain appropriate registers and initiation or enforcement of appropriate remediation; and to provide support in response to planning enquiries.
 - b. Assist the lead officer for acoustics with projects, reviewing and assessing reports within the context of planning, commenting on other aspects such as ventilation and flood lighting schemes.
 - c. Carry out specialist research and analytical duties as required. Make recommendations on appropriate courses of action and engage in dialogue with relevant stakeholders to formally negotiate solutions.

- d. Carry out the duties of the Council under Delegated Authority or as assigned.
- e. To be responsible for the maintenance of all necessary records including Public Registers in connection with the duties of the post holder.
- f. Prepare reports, statements of evidence and associated documentation. Attend Court, public inquiries, etc. to give evidence on behalf of the Council, where necessary.
- g. Attend and participate at Committee, Sub Committee meetings, working parties and other departmental meetings as required.
- h. Participate in the development and updating of quality, management and information systems.
- i. Participate in the development of training programs for other staff.
- j. Participate in promotional projects or initiatives as may be required.
- k. Maintain effective current knowledge of legislation, guidance, Codes of Practice, new developments and technological advances related to environmental protection. To act on this knowledge, providing timely advice and solutions to members of the public, businesses, colleagues, elected members and any other interested parties. Assist with the establishment of technical standards and working methods.

Internal Contacts: These include Officers, Elected Members and senior staff in other Directorates.

External Contacts: This will include Officers in other Local Authorities, Central and Local Government, Defra, NHS, private sector organisations, Consultants, Public Analyst, community groups, members of the public and MPs.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO
MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: None

Title:	Grade:	No. of posts
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Number of partially managed staff: 1

Title: Air Quality Project Officer	Grade PO2	No. of posts 1
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The Officer will also manage consultants and contractors.

PERSON SPECIFICATION

Job Title: Senior Air Quality Officer **POST NO.:** 52291

Department: Environmental Health.

Grade: PO4

Notice for candidate

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.
Those categories marked 'T' will be tested during interviews.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relate to this post	S
Commitment to implement the councils Equality and Diversity Policies	S
Knowledge	
Conversant with legislation relating to air quality specifically, alongside general environmental protection legislation.	S & T
Demonstrate current working knowledge of air quality in relation to environmental protection and planning.	S
To be able to carry out basic air quality data analysis and/or modelling.	S
To have an understanding of the public health impacts of air pollution and how it impacts health inequalities.	S
Demonstrate an awareness of the public health and nuisance function as it relates to Environmental Health	
Demonstrate a general current working knowledge of all environmental protection functions.	
Use of Microsoft Office Suite, email, internet and Electronic Data Management System (Database).	
Aptitude	
Able to deal with a range of stakeholders, contractors and consultants	
Ability to respond effectively in pressurised and difficult situations	

Ability to deal with difficult situations with tact and diplomacy	
Aptitude for the identification, initiation, planning, implementing, managing and reviewing of projects and proactive areas of work	S
Aptitude to assist in the development of policies and procedures within the service area	
Able to communicate with public, other council departments, specialist consultants and to contribute to public meetings where required.	
Ability to interpret and process complex information and reach valid conclusions	
Adaptable to working with a variety of situations, individuals or groups, with the ability to demonstrate sound political judgment & sensitivity.	
Able to work under pressure, meet deadlines, and prioritise work within a complex and wide-ranging agenda.	
Ability to respond to the Council's commitment to public service orientation and exercise delegated authority	
Ability to undertake complex investigations and follow through with enforcement where required	
Ability to update quality and management information systems and adapt to new technology	
Skills	
Excellent communication skills, both written and verbal.	S & T
Proven skills in public engagement and services that interact with the public.	
Effective negotiation and advocacy skills.	
Demonstrates flexibility and embraces change.	
A demonstrably high level of analytical, verbal and numeric reasoning skills.	
Project management skills.	
The ability to communicate effectively with the public, other council services, specialist consultants and relevant central government departments.	T
Experience	
At least 2 years recent experience working in the area of air quality.	S
Experience of identifying funding opportunities, preparing and submitting funding bids for projects and new initiatives.	S
Experience of managing the financial arrangements for projects and providing the appropriate accountability for project expenditure.	
Experience of environmental protection related work including dealing with complaints, carrying out inspections, investigations and research of a complex nature.	
Practical experience in the use of monitoring equipment and the production and presentation of technical and complex reports.	S
Experience of preparing submissions and attending hearings, committee meetings, giving evidence in court and/or public inquiries.	
Experience of responding effectively to changing demands and priorities, meeting targets and deadlines and maintaining quality services.	
Experience in working in partnership, including statutory and voluntary agencies.	
Experience of project management.	S

General Education	
Qualified to a degree level in a relevant subject	S
Personal Qualities	
To act corporately and collaboratively	
Enthusiastic, innovative and imaginative in approach to work	
To be an inclusive and supportive team player	
Highly motivated and not easily discouraged	
Flexible, innovative and creative approach	
A strong commitment to probity, honesty, openness, treating people consistently, fairly and with respect	
Circumstances	
Available to work occasionally outside office hours, including evenings and some weekend working.	S
Must be able to work in the community and work in a mobile fashion in the community	
Undertake unaccompanied site visits as appropriate.	
Full UK Driving Licence required	S

DBS Disclosure Required? **No** ☒ **Basic** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally, candidates must meet the standard Lewisham requirements for the post.

- Must generally meet LBL requirements for the post.
- Able to carry and transport equipment.
- If you are disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.