

Job Profile

Position Details	
Post	Lead Officer - Air Quality
Service Area	Directorate/Business Unit/Service/Section/Team
Reports to	Commercial Environmental Health and Trading Standards Manager
Grade	PO5
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To deliver statutory environmental pollution control functions of the London Borough of Haringey in accordance with the Corporate Plan, and associated policies, internally and externally set targets, and the requirements of peer or governmental/regulatory organisations. 2. To work and, as directed, lead on projects related to the Council's Environmental Pollution Control duties or requirements, including working with other authorities and regulatory bodies and managing contractors. 3. To compile data and reports on matters relating to air quality, contaminated land and private water supplies, for internal or external scrutiny, and in order to meet corporate or statutory requirements and to advise Council Members and officers on corporate and statutory requirements in relation to Environmental Pollution Control. 4. To deputise for the Commercial Environmental Health and Trading Standards Manager, when he/she is not available

Main Responsibilities
<ol style="list-style-type: none"> 1. Manage projects in connection with the London Borough of Haringey's statutory and other obligations on air quality, contaminated land and private water supplies, ensuring that these are completed to time and budget, working as required with partners, volunteers and industry representatives and managing contractors as necessary in order to achieve results in accordance with corporate, statutory and pan-London aims and requirements. 2. Manage Haringey's air quality monitoring to produce an accurate and reliable data set in order to inform London and UK air quality policy and check legal compliance. Duties will include: <ol style="list-style-type: none"> a. Attend the council's automatic and passive air quality sensors for, maintenance and calibration, or oversee this work b. Organise the purchase and installation of air quality and other monitoring equipment c. Devise and develop contract documentation for quotation and subsequent tender scoring for technically complex work areas

- d. Manage all external contracts related to air quality monitoring and data management, and oversee the work of any individuals or contractors that undertake this work
 - e. Ensure the smooth running of all equipment to deliver maximum data capture
- 3. Write Committee reports on any air quality or contaminated land matters as directed.
- 4. Attend the Environmental Committee meetings as a corporate air quality and contaminated land expert and advise elected Members accordingly.
- 5. Develop systems and documents to ensure that any relevant activity or policy reflects the requirements of the current Council's Air Quality Plan, and any statutory or other externally set obligations. Ensure in general that air quality and contaminated land is incorporated into other corporate plans and programmes, as directed by the Commercial EH & TS Manager, by drafting relevant guidance, documents and advice.
- 6. Liaise as necessary, and as directed, with DEFRA, the GLA, and other London local authorities for the purpose of exchanging intelligence, sharing current best practice and seeking views on relevant issues, and work in partnership with other London local authorities, private, public and voluntary agencies where this is necessary to achieve successful project and other outcomes on air-quality and contaminated land matters affecting both Haringey and its London peers.
- 7. Assist the Commercial EH & TS Manager in preparing funding bids for multifaceted or complex projects in connection with air quality, contaminated land and private water supplied, and prepare as directed funding bids for smaller projects.
- 8. Compile to the required standards, and in good time, for relevant internal and external deadlines, air quality data for statutory reports and returns for the Greater London Authority and national government, and develop appropriate systems for the effective management of the data.
- 9. Undertake, as an authorised officer, enforcement action within the borough under the Environmental Protection Act, Environment Act and associated Regulations to ensure compliance with all air quality and contaminated legislation, and in general respond to complaints and other service requests relating to pollution.
- 10. Assess all planning applications, and supporting documents, and provide appropriate comments, ensuring that any current statutory and other obligations regarding contaminated land, air quality and emissions in relation to new developments are met.
- 11. Write articles on relevant pollution matters for newsletters and provide other information to internal departments and external organisations as required and update and maintain the Council's Air Quality web pages to reflect the on-going work of the Team.
- 12. Deputise for the Commercial EH & TS Manager when he/she is not available, through (for example) attendance at stakeholder meetings, both professional and community, to represent the Council, and writing and delivering papers and presentations on air quality, contaminated land and private water supplies as required.,

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT relevant to the position and the ability to implement systems that support the Services strategic objectives 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. An appropriate professional or technical qualification at degree level and extensive demonstrable CPD	E
2. Relevant experience proving competence	E
3. High level of relevant knowledge of pollution control and climate change issues and the ability to apply that knowledge to the provision of a high quality service,	E
4. Highly developed team working skills and the ability to work with professional and independently minded people	E
5. High level of literacy and numerical ability and the ability to communicate effectively, orally and in written form, with a wide range of audiences	E
6. Ability to organise own workload; to manage work programmes and projects; to work under pressure, maintaining high quality and output; achieve set deadlines and targets, and make effective and appropriate decisions under pressure.	E
7. A sound understanding of project management and skill in the effective management of projects to successful completion on time and within budget.	E
8. Strong analytical skills.	E
9. Political awareness and sensitivity	D
10. Flexible approach to working hours, location and to getting the job done.	D
11. Committed to customer care and to total quality principles and practices.	E

Main Contacts & Other Information
<u>Main Contacts:</u>

Felicia Ekemezuma and Rebecca Whitehouse

Other Information: