**Job Profile Information: Senior Sustainability Officer (Air Quality)**

**This supplementary information for Senior Sustainability Officer (Air Quality) is for guidance and must be used in conjunction with the Job Capsule for Job Level 4 Zone 2 Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To act as the lead advisor on air quality and low emission fuels for the borough.
* To ensure Camden fulfils its obligations as a designated Air Quality Management Area.
* To develop, implement, monitor and review the borough’s Air Quality Action Plan.
* To lead on other key elements of the borough-wide sustainability plan as required.

**Example outcomes or objectives that this role will deliver:**

* Manage the Council's air quality review and assessment programme including co-ordinating the purchase, installation and maintenance of air quality monitoring equipment, data management and reporting and effective communication of air quality data for the general public, and disadvantaged groups in particular.
* Lead on the development, implementation and review of the Council’s Clean Air Action Plan.
* Provide in-depth policy analysis and advice on air quality and other environmental sustainability issues to senior managers, staff, councillors and other bodies, presenting information in a variety of ways including formal reports, briefings and presentations.
* Evaluate air quality impact assessments of new developments and input into planning policies.
* Advise on the greening of the Council’s fleet and contractors’ fleets.
* Lead on borough-wide initiatives to introduce and increase the take up of green fuels.
* Develop, co-ordinate and review strategies and policies to progress the Council’s wider work on environmental sustainability.
* Project manage major environmental sustainability initiatives ensuring successful delivery through cross working within the Council and with partners, leading internal and external project teams and directly supervising and motivating staff.
* Perform other service-related duties such as business planning, performance monitoring and reporting, budgetary management, risk management and business continuity planning.
* Manage budgets and identify external funding opportunities for the council’s air quality and environmental work.
* Deputise for the Head of Sustainability and Green Space as required.

**People Management Responsibilities:**

Supervisory– supervising the air quality work undertaken by other members of staff in SGS, project groups, external partners and contractors.

**Relationships;**

The postholder will be required to make specific contact with a range of people and organisations as outlined below. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding of air quality and sustainability issues, in order to maintain stakeholder relationships, effect necessary behaviour change and perception and ensure effective continuation of projects and delivery of key targets.

* Council staff and managers
* Members of the Council
* Members of the public including residents and community groups
* Minority Groups within the community as defined within the Council’s Equality Standard
* Government Departments and other Local Authorities, including the GLA
* Outside agencies such as the North London Waste Authority, Energy Saving Trust, Transport for London, the Environment Agency
* Service providers/contractors
* Environmental organisations
* Local businesses and other institutions
* Schools

**Work Environment:**

* This postholder will be required to work independently and flexibly with good time management to deal with a variety of conflicting deadlines often on a daily basis, such as, customer/councillor/press/government department enquiries, and requests from senior managers. This is in addition to the requirement for day to day management of own work programme and staff.
* Hours of work may exceed office working hours (i.e. start time before 9am and finish time after 5pm) and there will be a requirement to attend a variety of venues with occasional evening and weekend meetings, including Cabinet briefings and community/stakeholder events.

**Technical Knowledge and Experience:**

* Excellent knowledge and understanding of air quality and environmental sustainability issues, including relevant legislation, policy and best practice, in particular the Government’s Air Quality Strategy, the Mayor of London’s air quality strategy and programmes and the Local Air Quality Management Regime.
* To have a relevant degree or professional qualification. (Desirable but not essential)
* Experience of effective programme / contract management of complex projects.
* Experience of integrating Equalities and Valuing Diversity principles in contract management and service delivery.
* Ability to lead internal and external project teams including staff supervision and motivation.
* Experience of establishing and leading multi-agency partnerships.
* Excellent written and verbal communication skills with the ability to express and present complex information accurately, clearly and concisely both orally and in writing.
* Ability to work closely with elected members and lead public meetings.
* Ability to develop and implement evidenced-based strategies, policies and projects to effect positive change.
* Ability to provide in-depth policy analysis and advice in contested situations.
* Ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure (see overleaf)**

**Al**exandra Road Park Activities

Co-ordinator

Head of Sustainability & Green Space

**Senior Sustainability Officer**

**(Air Quality)**

Tree Manager

Green Space Development Manager

Energy *&* Sustainability Manager

Green Space Operations Manager

Park Services Manager

4 x Park Rangers

2 x Operation Officers

5 x Tree Officers

Nature Conservation Officer

Senior Sustainability Officer (Low Carbon)

2 x Senior Energy Management Officers

Environmental Data Analysis Officer

Sustainability Officer

(Engagement)

LTOA Officer

3 x Sustainability Officers

SO (Business)

SO (Carbon Management)

SO (Homes)

4 x GMMOs

Senior Sustainability Officer (Schools)

(*Property Services Division*)

Senior Sustainability Officer (Planning)

2.8 x Green Space Project Officers