**Job Capsule Supplementary Information: Project officer (air quality)**

**This supplementary information for *Project officer (air quality)* is for guidance and must be used in conjunction with the Job Capsule for Job Family Place Job Zone 3 Level 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 work across the Sustainability, Air Quality and Energy team to manage and deliver air quality focussed projects from Camden’s new Clean Air Action Plan.

To support the development and implementation of the Council’s environmental sustainability strategy and policies as required.

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

* Project manage air quality related projects ensuring successful delivery through cross working within the Council, partners and the community.
* Create and deliver air quality related engagement initiatives to support project delivery including events.
* Conduct desk-based research as required.

**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 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
* Schools
* Camden Climate Change Alliance members and businesses
* 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 Greater London Authority, Transport for London, the Environment Agency, Energy Saving Trust.
* Energy suppliers
* Consultants
* Service providers/contractors
* Environmental organisations

**Work Environment:**

* This post will require flexibility and 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 the work programme.
* Work will be primarily office based. 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:**

**KNOWLEDGE**

* Some knowledge of air pollution and its causes in London
* Good knowledge and understanding of communication and engagement approaches to environmental sustainability
* Good project management skills

**QUALIFICATIONS**

* To have a relevant degree or qualification. (Desirable but not essential)

**EXPERIENCE**

* Experience of community engagement and communications
* Experience of project and budget management
* Experience of working in multi-agency partnerships and with local communities

**SKILLS AND BEHAVIOURS**

* Good 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 engage effectively with internal and external stakeholders including businesses
* Ability to work under minimal supervision in managing conflicting priorities, a busy workload and meeting frequently changing priorities and 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/>