

Job Specification

Job title: Air Quality Officer

Service: Environmental Health

Grade: G8

Reporting to: Environmental Health Manager

Your job

You will be based in Environment directorate, working alongside a wide range of service areas including Environmental Health, Planning, Public Health, Infrastructure and Waste and Fleet. You will maintain records and registers relevant to the sections work.

You will deliver Air Quality projects and initiatives to improve the health of residents and visitors in the Borough. Your role will include identifying the risks to the successful outcome of multiple projects and ensuring appropriate risk and issue logs are current; developing, implementing and managing benefits capture from programmes and projects; and providing feedback on lessons learned for future programmes and projects through co-produced evaluation.

You will work with partner organisations such as Transport for Greater Manchester, Public Health and elected members, demonstrating the ability to work at all levels with a range of partners to deliver a broad agenda.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

Within the first 12 – 18 months you will:

- Implement and deliver Air Quality projects as directed by the Environmental Health Manager including research and project management of air quality initiatives to improve health.
- Assist in identifying and applying for any potential funding streams, including collating and preparing funding bids and managing current Air Quality projects.
- Prepare cabinet/committee reports, local community reports and attend meetings as directed.
- Develop, review and update an air quality communications strategy including the Council's web pages on air quality and sustainable transport to promote behaviour change and improve health.
- Respond to public and legal queries (both general and specific) on air quality, in accordance with the department's service standards, Environmental Information Regulations and Freedom of Information Act.
- Provide and support ad hoc training as necessary to promote behaviour change by staff, businesses and members of the public.
- Co-operate and consult with internal and external colleagues to secure and provide mutual support for joint air quality and health initiatives that contribute to supporting businesses and improving public confidence.
- Work with statutory organisations, authorities, interested parties and other groups, as required to fulfil the functions of the team.

- Maintain records and registers relevant to the sections work.

On an ongoing basis:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information as appropriate

In this job you will need

You must be able to demonstrate the following essential requirements:

- Degree in Environmental Health, or relevant Environmental Science or Pollution Control
- An awareness of the UK planning system and the links with local air quality management and low emission strategies.
- Experience of assisting with the implementation of projects and initiatives to improve regulatory compliance.
- Ability to research, analyse, interpret and present information to a wide range of audiences, including the interpretation of complex legislation and analysis of data.
- Excellent interpersonal skills and communication skills and the ability to work effectively with other colleagues, businesses, residents and partners.
- Ability to work flexibly in line with business demands, including outside of normal working hours.
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Staff Deal

Wigan Council

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed