

Port of London Authority

Job Description

1. JOB DETAILS

DEPARTMENT

Job Title : Air Quality Project Officer

Reports To : Environment Manager

Grade : 7

Date : July 2018

2 JOB PURPOSE

To scope and lead on the delivery of all the environmental goals, actions and associated deliverable projects contained within both the published Thames Vision and PLA Air Quality Strategy.

3 JOB DIMENSIONS

Financial

1. Staff Establishment
2. Expenditure
3. Paybill Costs
4. Budgeted Revenue
5. Investment

Staff Responsibilities

1. Direct - 3
2. Indirect

4 ORGANISATION CHART ATTACHED

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Educated to degree level in a relevant subject and membership of a relevant and recognised professional institution.

A minimum of five years post qualification experience in dealing with and resolving complex air quality issues within either the marine or terrestrial environment.

Extensive experience and skills in project management and working with multi-disciplinary teams to deliver complex studies and projects.

Excellent communication skills, with the ability to disseminate complex information to both technical and non-specialised audiences.

6 KEY ACCOUNTABILITIES

Scope and deliver initiatives and projects leading to the implementation of the relevant environmental goals, actions and projects identified within the PLA's published Thames Vision and Air Quality Strategy.

Manage multi-disciplinary teams comprising senior internal staff members and consultant teams leading to the successful delivery of projects and reports.

To develop, in conjunction with the Environment Manager, air quality projects that assist the PLA and commercial operators in the implementation of actions and reduction targets of the Air Quality Strategy within the Port of London.

To assist in the development and maintenance of strong links with environmental and other stakeholders at a senior level so as to ensure that the PLA's identified air quality goals and actions are accepted and incorporated within policy within the wider stakeholder constituency.

Assist the Environment Manager in representing the PLA and its environmental priorities as expressed within the Thames Vision and AQ Strategy at relevant meetings and groups throughout the tidal River Thames.

Work on, in association with the Environment team and Corporate Affairs, the development of Air Quality content on the PLA intranet and website.

These duties are neither exclusive nor exhaustive and the postholder may be expected to undertake other duties and responsibilities as directed by the Environment Manager.

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

Effective communications both internally and externally.

Work extensively with national, regional and local stakeholders at a senior level throughout the tidal River Thames.

Leading multi-disciplinary project teams comprising internal Officers and external consultants and other experts.

8 DECISION MAKING AUTHORITY

In line with any delegations authorised by the PLA and commensurate with the nature and grading of the post.

9 REPORT PREPARATION

Correspondence with a wide range of stakeholders at a senior level, including responses to formal consultations.

Formal reports to the Board and EXCO.

Detailed technical and specific reports, including for professional journals and the general public including the presentation of scientific information to non-technical audiences.

10 HEALTH & SAFETY

- All staff are responsible for complying with rules and regulations governing employment by the PLA, and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'for cause' drug or alcohol testing
- Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By James Trimmer Date _____

Authorised By _____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____

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