

Job description



Air Quality/Environmental Health Officer

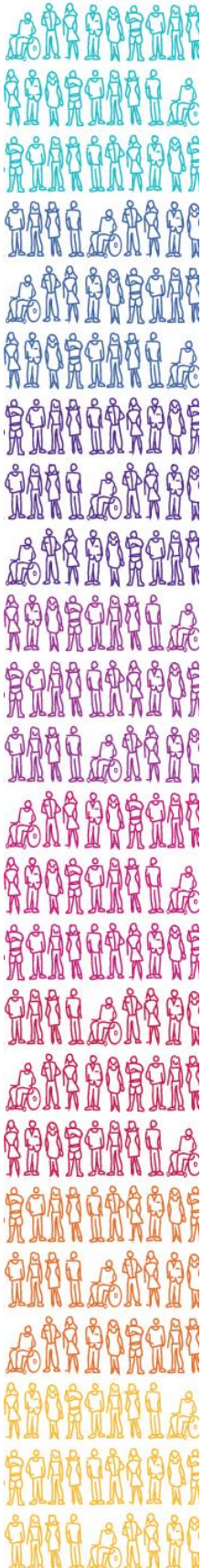
Immediate team	Environmental Protection
Service team	Waste, Leisure, Parks & Environmental Health
Line manager's job title	Service Manager
Number of direct reports	0
Salary	Grade 5-6 (£28119-£37872)
Duration of role	Permanent
Hours per week	37
Location	Milton Park, Oxfordshire
Employing council	South Oxfordshire
Probationary period	6 months
Notice period	1 month
Annualised hours apply	Yes
DBS check required	No
Date job description updated	October 2017

About the role and what we're looking for

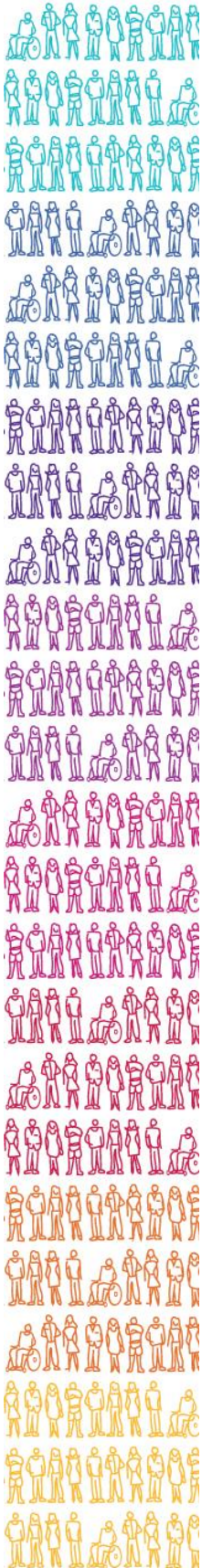
We have a vacancy for a combined Air Quality Officer/ Environmental Health Officer within the Environmental Protection Team with primary responsibility for all air quality related issues within the district. Air quality work will take approximately 50% of the officer's time. The remaining 50% will be spent on general environmental protection work, including investigating nuisance complaints across the district as well as other environmental protection duties.

The air quality work will involve the Implementation of the Local Air Quality Management regime which includes:

- Submission and updating of screening assessments, detailed assessments, progress reports and air quality action plans according to DEFRA guidance and deadlines
- Co-ordinate steering groups and workshops for air quality action plans and carrying out public consultations
- Implement and co-ordinate air quality monitoring including the replacement of diffusion tubes on a monthly basis and the calibration of the continuous analysers



- Prepare and submit bids for DEFRA air quality grant funding (when applicable).
- Procure the services of air quality consultants as and when required
- Manage and lead on the implementation and delivery of actions detailed within current and/or future air quality action plans.
- Prepare an air quality report every October for the draft service plan/budgetary requirements. This report will; detail next year's predicted financial spend on air quality; provide information on any envisaged changes to current legislation or guidance, review the state of the existing air quality equipment and provide an outline and programme of the air quality work for the following year (Gantt chart).
- Manage and review the service contracts for the air quality equipment and data management. Liaise with contractors to ensure that the air quality equipment is maintained and operating correctly. Ensure that the data management contractors are providing a good service. Prepare an annual review of maintenance contracts. Maintain any ancillary spares for air quality equipment, e.g. filter paper, diffusion tube holders. Maintain a good working knowledge of the equipment and provide training for other officers as and when required.
- Carry out public promotion and education campaigns on air quality issues. Actively look for opportunities to promote air quality within the council and other external organisations
- Keep up to date with current legislation, regulations, guidance, technical and scientific developments. Promote good working relationships with partners such as DEFRA, Environment Agency, Oxfordshire County Council, other local authorities and internal departments
- Represent the council at meetings and forums. Prepare reports for management, committees and give presentations. Some meetings will take place outside of office hours. Accompany and support management at committee and senior management meetings
- Maintain, update and where possible improve web pages relating to air quality
- Investigate air quality complaints, enquiries and requests for information in accordance with service targets

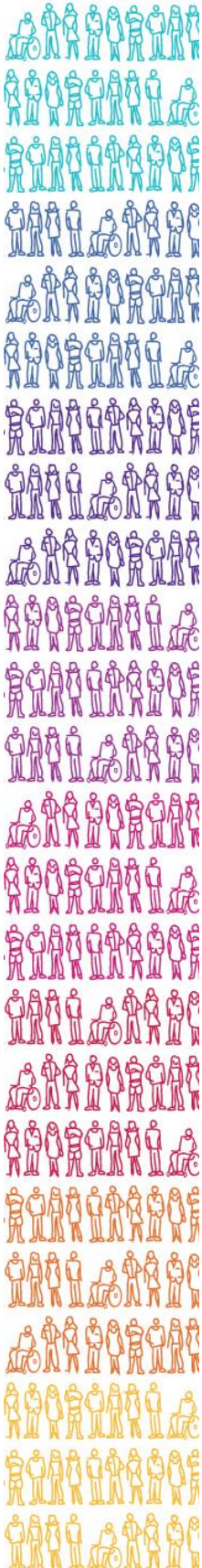


- Respond to Air-Quality planning application consultations to provide informative comments or planning conditions; including liaising with planners to provide advice and guidance on developments that may have an impact on air quality, in accordance with service targets
- Ensure effective working on cross cutting issues and contribute to meetings, service planning, project groups on a team and departmental level
- where appropriate, produce and review written procedures and processes for the local air quality management regime
- General environmental protection complaint work under the Environmental Protection Act 1990 with cases relating to noise, bonfires, artificial light, odour etc. Duties range from initial contact with complainants, through to an investigation and on to service of notices and enforcement action where necessary
- carrying out regulatory inspections of animal welfare establishments and mobile home sites checking their compliance with their licence conditions.
- Carry out other general environmental protection duties or other reasonable duties as requested by the line manager
- Participation in the council's out of hour's emergency out of hours service.

About you

Your essential skills, knowledge and experience

- Experience of working on local air quality management requiring in depth knowledge of the relevant legislation
- Experience of investigating nuisance complaints and other Environmental Protection Team work
- Good verbal and written communication skills.
- Experience of report writing
- Ability to deal with a wide range of people and be able to deal with difficult situations.
- Self-motivated and can organise own workload to meet deadlines.
- Ability to research subjects and collate information.
- Computer literacy including word processing and data input.
- Ability to interpret statistical data (e.g. sampling results, scientific reports etc).
- Able to travel throughout the district and work outside normal working hours where required



Your essential qualifications

- BSc / MSc degree course in Environmental Health or a degree in Environmental Sciences with one years' experience in a similar role.
- Full driving licence and access to own transport

If you have the following experience or qualifications – it's a bonus

- membership of professional body such as CIEH, IAQM
- IOA Diploma in Acoustics and Noise Control

Your style and behaviours

Your approach at work needs to mirror our vision and values which are detailed below. In particular, for this role, the following points are essential:

- Ability to communicate effectively with colleagues and customers at all levels
- Ability to work as part of a team
- Ability to prioritise own workload
- Positive, co-operative and flexible approach towards work
- Enthusiastic and self motivated
- Methodical and well organised
- Strong customer focus
- Approachable and good team player
- Professional in all circumstances

About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.



Our vision

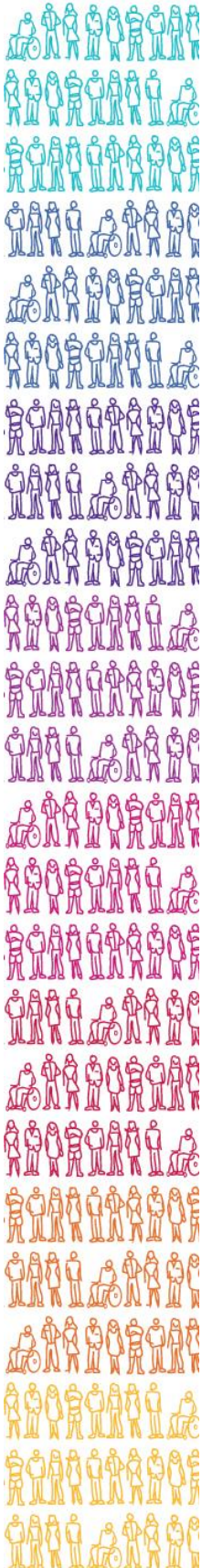
We are seen as being customer-focussed, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

Our values

- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

The benefits we offer

- A basic 23 days **annual leave** per annum, rising to 28 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!



- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- No car park costs as there's ample **free parking** available
- A **childcare voucher** scheme which parents appreciate
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)
- We give you two days per year to **volunteer** within the local community.

How to apply

Having read about our role if you have any questions please contact Paul Holland on **01235 422124** or email Paul.Holland@southandvale.gov.uk

If this job excites you please complete our online application at www.southoxon.gov.uk/jobs. We look forward to hearing from you.