

## Air Quality Project Officer

Grade 9

At Kirklees we want to be innovative and creative in the way we work to deliver services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Air Quality is high on the National, Regional and Local agendas. There is now significant evidence that the health effects of living and working within areas of poor air quality are reducing the healthy life-spans of a large number of the population and resulting in the early deaths of tens of thousands of people. It is the most disadvantaged members of society who suffer the most, as the areas of poor air quality tend to have low housing costs and therefore, the people at the lower end of the socio-economic spectrum are exposed the most. Kirklees Council has developed a Five Year Action Plan containing measures to improve Air Quality and reduce emissions. The measures require project management to deliver, and under the direction of the Senior EHO, you will be in a key role to ensure that these projects are delivered and the health and wellbeing of Kirklees residents improved.

This role is based in Air, Climate and Water Quality Team within Directorate of Environment & Climate Change. Click here to find out more [●](#)

### The Job

Projects within our Air Quality Action Plan will deliver change that impacts across the whole Council and meets the challenges of how we improve Air Quality and reduce emissions in the future. Delivering this change through specific projects will require complex implementation plans which will consider new systems, processes and ways of working to meet the needs of the Clean Air agenda.

You will support various projects across the Council. You will have a proactive approach to project management including project planning, time management, working to deadlines, research, providing written reports and consultation with stakeholders.

With a flexible working approach, you will attend meetings, co-ordinate sub groups, collect data and contribute to project reports.

You will monitor the progress of projects and report to the Senior EHO with relevant issues and recommendations. You will be expected to work across various projects simultaneously and to prioritise and plan your own workload.

You will develop and maintain systems which monitor, evaluate and review project outcomes and service change.

### Job Checklist

- Supports the Senior EHO to ensure that projects moves forward within the agreed timeframe and contribute to project reporting, including to Project Boards
- Supports the Senior EHO to ensure projects are tracked against the wider Corporate Plan and the Council's Air Quality Action Plan
- Contribute to project planning in a way to effectively achieve the required results
- Support collaboration between projects and the Council's Major Infrastructure Projects, Local Plan and other strategic priorities.
- Undertakes financial modelling and monitoring to ensure compliance with budget requirements
- Supports the Senior EHO to ensure lines of communication with all stakeholders are in place
- Keeps all information up to date and continually track the changing environment
- Support the Senior EHO to audit projects to ensure standards are being followed

Please click here to see your responsibilities related to safeguarding [●](#)

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Your experience of working in a project management environment will give you the credibility to work with managers and stakeholders to ensure the project outcomes are successfully delivered on time.

Your awareness of our approach to cross service working will help you to understand the connections and dependencies between the project and other Council change programmes.

You will possess a range of communication and interpersonal skills to work with managers, employees and stakeholders at all levels. You will have an awareness of the effects of substantial change on services and the impact on employees and service users together with the ability to be sensitive to others, presenting a positive and professional image with sensitivity and consistency.

Your awareness of the Local Government environment and in particular our New Council agenda will allow you to understand the details of the various projects involved.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. [Click here to find out more](#) 

## Person Checklist

- Experience of working on multi-disciplinary projects to successful conclusions
- Qualification or experience relating to project/programme management e.g. Prince2/MSP
- Has an awareness of the issues facing local government and in particular Kirklees' Corporate Plan 2018-20
- Has a pro-active approach to problem solving together with the ability to analyse, determine and prioritise key actions to deliver project objectives.
- Experience of effective communication with stakeholders both internal and external to the organisation.
- Ability to provide and present reports and information to the Project Board(s).
- Awareness of the issues of working in a political environment.
- An awareness of financial systems and procedures to support resource allocation
- Ability to write clear and concise reports on a variety of project related topics.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to complete an application form and shortlisting questions.