Air Quality Project Analysis Officer

**What we value at Westminster**

We believe that through our leadership and working together we can create the best environment to support growth that benefits our local communities and our unique heritage of which we are the proud custodian.

Our vision is for Westminster to be an unrivalled City of choice and aspiration where the connections we build amongst our teams, residents, businesses and visitor’s gets stronger as everyone plays their part in and benefits from the city’s continued success.

**Our culture**

We aim to be Productive, Ambitious, Collaborative and Enterprising. We want all our teams to have the skills, confidence and network to contribute to and deliver our City for All vision.

We want you to have the opportunity to put your ideas into action, to have a real opportunity to set the standard and the PACE and make your career your own. We want your ambition and we want to help you learn and grow.

**Portfolio/responsibilities of this role**

The Air Quality Analysis Officer will provide expert professional/technical advice and guidance to analyse and maximise air quality benefits of CRP projects.

**Cross River Partnership** (CRP) is a public-private partnership that has been delivering regeneration projects since 1994 – we are celebrating our 25th anniversary this year! With Westminster City Council as our accountable body and seven other central London local authorities and 19 Business Improvement Districts as partners, we develop and deliver programmes making a major contribution to CRP’s four quality of life objectives:

i. Good Jobs,
ii. Strong Businesses,
iii. Clean Air, and
iv. Great Places.

These objectives directly contribute to the council’s objectives and priorities. The Air Quality Project Analysis Officer will lead by example in modelling and embedding the council’s values and behaviours, working collaboratively with colleagues, partners and other stakeholders to help build a sustainable and highly effective organisation and develop our reputation as a successful council delivering great value for its residents.

**Budget Responsibilities** – up to £50,000

Staffing £0
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<tr>
<th>What do we expect this role to achieve?</th>
<th>CRP is looking for an experienced and passionate individual to be responsible for:</th>
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<td><strong>1) Project impact analysis</strong></td>
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<td>Support project delivery and reach by analysing the impact of various CRP projects, e.g. Clean Air Villages 1&amp;2, Smart Electric Urban Logistics as well as strategic sustainability commissions that CRP undertakes for its stakeholders and partners.</td>
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<td>Lead on the liaison with specialist CRP partners, e.g. academic institutions, on work they have been commissioned to undertake.</td>
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<td><strong>2) Strategic project shaping</strong></td>
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<td>Support the CRP team in shaping future projects and programmes based on maximum potential air quality benefits; develop baselines and monitoring strategies to implement from project start.</td>
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<td><strong>3) Delivery support</strong></td>
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<td>Support the delivery of CRP’s air quality related projects by engaging with CRP stakeholders and local businesses on air quality impacts on the community and potential benefits of proposed interventions.</td>
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<td><strong>4) Wider role</strong></td>
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<td>Develop knowledge of Cross River Partnership and work collaboratively with CRP partners, to support the achievement of project outcomes and organisational aims.</td>
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<td>Undertake other duties for CRP on an ad hoc basis as required by the team or CRP Director.</td>
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**All of the above should be delivered whilst positively demonstrating the council’s values and behaviours in your role to support the achievement of the corporate vision.**

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<th>Band/Salary range</th>
<th>Band 3 (£33,759 - £39,543)</th>
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<th>Work style</th>
<th>Agile</th>
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<th>Contract type</th>
<th>Fixed term up to end of March 2020. Potential for contract extension subject to funding.</th>
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<th>Your manager &amp; team</th>
<th>Policy Performance &amp; Communications Department / Cross River Partnership Team</th>
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<td>Reporting to CRP’s Principal Programme Manager</td>
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| Number of employees reporting into this role: Possibly up to 2 on a temporary / ad-hoc basis. |
**Experience**

- Extensive experience in the analysis and modelling of local interventions on air quality, e.g. reduction in NOx, PMs, CO2e, black carbon as well as others as relevant.
- Extensive experience in the interpretation of air quality data and trends in relation to potential project impacts.
- Very good understanding of air quality monitoring techniques and technological developments.
- Very good understanding of the different drivers and impacts of outdoor versus indoor air quality as well as their interaction.
- Excellent ability to interpret air quality analysis for a wide range of stakeholders in an engaging manner.
- Background in transport and congestion modelling is a plus.
- Experience of communicating with multiple partners, facilitating discussion, understanding of and balancing their requirements, managing priorities and helping all parties come to agreement.
- Experience of working in a multi-disciplinary environment across organisational boundaries.
- Passionate about making London a better place to live, work and visit.

**Skills**

- Technical know-how of providing accurate analysis of air quality project impacts.
- Excellent understanding of wider socio-economic benefits of air quality improvements, e.g. reduction in health and abatement costs; addressing social inequality; value created through additional greening.
- Outstanding capability of translating technical content for a non-technical audience in an engaging manner.
- Outstanding attention to detail in providing this analysis while acknowledging potential data limitations in small-scale local interventions.
- Strategic thinking around future project set-up requirements.
- Excellent ability to work as part of a dynamic and diverse team, contributing to achieve overall CRP aims.
- Excellent project planning and organisational skills, including partnership working, time management, and output reporting.
- Excellent verbal and written communication skills for dealing with a wide variety of agencies and organisations, including a very good command of written and spoken English and the ability to promote and simplify ideas and events in a way that will appeal to various partners.
- Excellent interpersonal skills, including the ability to quickly develop trust and rapport; tailor approaches to different partners; and the confidence / gravitas to build relationships.
- Outstanding problem solving skills to ensure the wide range of projects being undertaken progress to target delivery dates.
- Excellent ability to manage a large and complex workload, taking responsibility, prioritising, working productively, meeting deadlines, self-motivation and going the extra mile to achieve.

**Qualifications**

Educated to Degree level or equivalent (preferably in transport/environmental planning / science, urban planning or similar), or qualified by substantial relevant work experience.

**Corporate standards**

- **Resources / Financial management**
  We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the council receive value for money.

- **Values and behaviours**
  - Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.
  - **Compliance**
    We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.
  - **Equality and diversity**
    We value equality and diversity as a city council and we want you to support and promote this in your day to day work.

**PACE**

Our values and behaviours: Set the PACE
The Values and Behaviours are essential criteria for each post. The bullet points alongside each value give examples of good practice or behaviours associated with that value. You will need to show that you meet each of the values to join us.

- **Productive**
  - We show initiative, drive and determination to get the job done; and constantly to improve what we do.
  - We determine the right course of action through listening to the needs of our customers
  - We are accountable for our actions and the decisions we make
  - We help others to be productive, independent and make informed decisions

- **Ambitious**
  - We are ambitious in creating new solutions which bring about substantial benefit
  - We challenge ourselves to be the best we can be
  - We take pride in providing public services to our communities
• We work as a team to support one another to be the best we can be for our customers

Collaborative

• We provide local leadership and work with partners jointly to develop and deliver services
• We listen to one another and respect one another’s point of view
• We challenge one another respectfully and constructively, working together to resolve issues
• We treat everyone with courtesy, fairness and transparency

Enterprising

• We seek the best deal when looking for ways to improve value for money and reduce cost.
• We look for new ways to generate growth, income and maximise commercial potential
• We take managed and considered risks to enable us to achieve the best outcomes.